



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

***APLA Health is currently seeking a Licensed Vocational Nurse to join our team!
We offer great benefits, competitive pay, and great working environment!***

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *10 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

POSITION SUMMARY:

Under the direct supervision of the Clinic Nurse Manager II, the LVN will provide nursing care in accordance with the legal scope of practice and within established standards of care, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs patient care functions, within the scope of competency, considering age related needs of the patient as prescribed by health care provider(s) following established protocols, policies and procedures.
- Assist medical personnel with special procedures and minor outpatient clinical procedures.
- Assess and monitor patients' condition and notify health care provider for disposition.
- Prepare and administer medications as directed by health care provider order following established protocols.
- Maintain equipment and supplies.
- Identify and arrange for equipment needing repair.
- Apply principles of aseptic technique and infection control as directed by the Infection Control Manual.
- Monitor patient flow and assign/direct other ancillary personnel as needed.
- Provide medical information and education to patients, following established protocols and guidelines.
- Document pertinent patient information, assessment and nursing procedures following established protocols.
- Ability to skillfully administer oral, IM and subcutaneous medications.
- Ability to perform venipuncture with skill, adhering to all OSHA PPE safety requirements.
- Work with Clinical Nurse Manager to ensure that HIV and/or STD screening services provided are done so in a culturally appropriate manner.
- Refer individuals who test positive for HIV and/or a STD to Partner Counseling Services.
- Refer individuals who test positive for an STD for immediate treatment.
- Link individuals who test positive for HIV into medical care and ensure that follow-up is conducted with individuals who have tested positive for HIV to ensure that they are successfully linked into care.
- Conduct follow-up to ensure that individuals who test positive for an STD have accessed treatment.
- Link individuals who test negative for HIV and/or a STD and are at high risk for HIV and/or STD infection into appropriate prevention programs, substance use treatment programs or mental health programs.
- Ensure that referrals and linkages to substance use treatment programs and other mental health support programs are current.
- Enter HIV and/or STD data into appropriate databases and submit in a timely manner to the appropriate funder(s).
- Maintain HIV and/or STD records to ensure that all documentation as required by funder(s) is kept on file.

- Prepare quantitative and qualitative reports as assigned by Clinical Nurse Manager in a timely manner.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

- Current CA LVN license.
- Minimum of two years experience as licensed vocational nurse in an Internal Medicine/Family medical practice a plus.
- Current certification as an HIV Counselor a plus.
- Experience working in a nonprofit ASO environment a plus; specific training/experience with HIV/AIDS-related issues a plus.
- Skill and knowledge to maintain current LVN license/certificate.

Knowledge of:

- Knowledge and experience working with target populations, including individuals who share injection paraphernalia, gay and non-gay identified men, youth, women, and transgender individuals a plus.
- HIPAA certified and knowledge of informed consent.
- Knowledge of medical terminology.
- Knowledge of all safety requirements when handling bio-hazardous specimens or contaminated instruments.
- Knowledge of MSDS and emergency treatments.
- Knowledge of referral processing and case management of clinical referrals.

Ability to:

- Ability to use computerized patient care systems.
- Ability to perform accurate quality control and patient sample testing for waived tests.
- Work independently with minimal direction.
- Work effectively with diverse staff, volunteers and professionals.
- Be at ease and work with a diverse group (ethnic, class, gender, sexual orientation) of individuals who may hold a wide range of opinions regarding prevention needs.
- Engage in community/coalition building.
- Multitask.
- Meet multiple deadlines in a rapidly changing environment
- Maintain patient confidentiality.
- Ensure that HCT services have the following qualities: 1) nonjudgmental 2) are harm reduction focused 3) are sex positive 4) are LGBT positive.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

Some weekend/evening work may be required. Local travel (within LA County) is required and some out-of-town and national travel may required.

Equal Opportunity Employer: minority/female/disability/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=47545&clientkey=A5559163F67395E0A2585D2135F98806>