

## Community Health Alliance of Pasadena (ChapCare)

### Job Description

**Position Title:** LVN Regional Supervisor  
**Department:** Medical  
**Reports To:** Clinical Support Supervisor  
**Directs:** Licensed Vocational Nurse, Certified Medical Assistant, Medical Assistant  
**EEOC:** Professional  
**FLSA Status:** Exempt  
**Salary Range:** TBD

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#### **SUMMARY:**

Under the direction of the Clinical Support Supervisor, the LVN Regional Supervisor will be responsible for scheduling, providing, and delegating treatment of clients during Clinic Operations. Serves as a nursing team leader and together with the Clinical Support Supervisor coordinates the activities of the Licensed Vocational Nurses and Certified Medical Assistants. Is responsible for providing On Boarding training and for developing, assessing, administering, and revising training and testing material related to clinical support staff competencies.

#### **ChapCare's Expectations of all Employees**

- Adheres to all of ChapCare's Policies and Procedures
- Conducts self in a manner that represents ChapCare's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with his/her immediate supervisor about Departmental and ChapCare concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

#### **Essential Duties and Responsibilities:**

- Report to the Clinical Support Supervisor.
- Monitor assigned sites by visiting sites and ensuring that all staff are compliant with ChapCare's protocols.
- Monitor, order and stock medications on the floor including controlled medications.
- Oversee daily staffing requirements at assigned sites and report to the Clinical Support Supervisor any absences or requests for time off.
- Ensure that all Outreach supplies are prepared prior to the event or Outreach
- Monitor accountability and punctuality of the staff at each site.
- Coordinate staff scheduling within the region, responsible for payroll.
- Monitors back office support staff provision of vital signs, documentation of current medications and any allergies in chart, rooming of all patients for providers, and performance of any requested procedures or tests.
- Responsible for staff training at assigned sites.
- Responsible for the employee competency, evaluation and performance review at assigned sites
- Ensure that all healthcare practices follow legal and ethical regulations and Center policies including the LVN-CMA model if applicable.
- Ensure correct completion of inventory for VFA, VFC and private purchases of vaccines for assigned sites and submit reports to the Clinical Support Supervisor.
- Ensure that equipment at assigned sites is regularly inspected and well maintained, and report equipment that is malfunctioning.

- Be accountable for assigned sites regarding audit preparation, staffing issues, scheduling and inventory of supplies.
- Provide initial core competency training for licensed vocational nurses and medical assistants at assigned sites, and conduct annual reviews/updates of core competencies.
- Train users on equipment, software and/or technology, including customizing protocols or templates.
- Deliver training materials on job responsibilities, organizational policies, processes, and technologies so as to ensure that employees develop, maintain, and increase their own clinical and/or process knowledge
- Conduct performance evaluations for licensed vocational nurses and medical assistants working at assigned sites.
- Assist in Medical chart reviews and compiling data in a meaningful manner for audits and reports.
- Assist the Clinical Support Supervisor in monitoring TB and STD reporting and maintaining monthly reports for all reportable conditions.
- Collaborate with medical and other healthcare providers to plan, organize and direct patient care.
- Perform nursing duties and serve as a clinical resource and professional role model for other nursing
- Staff as needed.
- Lead and update the staff during Department Meetings.
- Monitor staff off-site.
- Attends Administrative Meetings as needed.
- Provide guidance to staff, control patient flow, and assist healthcare providers as necessary.
- Provide health education regarding disease process, therapies and healthful behaviors.
- Communicate appropriately and tactfully with staff, consultants, patients/clients, significant others, and community members to reduce conflict and increase client/patient satisfaction whenever possible.
- Other duties as assigned by the Clinical Support Supervisor.

### **Qualifications:**

- Licensure as a Licensed Vocational Nurse by the California Board of Nursing
- Minimum 2-4 years' experience
- Current CPR certification required
- Previous experience working in an outpatient clinic or doctor's office preferred
- One year supervisory experience preferred.

### **Skills & Knowledge**

- Excellent verbal and written communication skills, strong organizational, computer, and interpersonal skills
- Knowledge of and adherence to applicable professional codes of ethics pertinent to the delivery of nursing services.
- Requires excellent interpersonal skills and the ability to interact effectively with clients, their families, other agencies, the court system, and members of the general public.
- Bilingual (English/Spanish) skills preferred.
- Requires excellent analytical, problem-solving, and organizational abilities,
- Strong team building skills
- Displays courteous and professional behavior in all interactions
- Displays flexibility in accepting, changing, or carrying out assignments
- Displays sensitivity in a multi-cultural environment

**Physical Demands/Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.

Community Health Alliance of Pasadena (ChapCare) is an Equal Opportunity and Affirmative Action Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, marital status, family responsibilities, pregnancy, genetic information, veteran or military status.

This job description is a summary of duties which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, but is merely a broad guide to expected duties. As an employee you should understand that a job description is neither complete nor permanent; it can be modified at any time. Also, at the request of management, any employee may be asked and expected to perform additional duties, responsibilities, or project without notice.

**ACKNOWLEDGEMENT OF RECEIPT**

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

Employee Name \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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