

**Community Health Alliance of Pasadena (ChapCare)  
Job Description**



**Title:** Licensed Vocational Nurse (LVN)  
**Department:** Medical  
**Reports To:** LVN Clinical Support Supervisor  
**Directs:** None  
**EEOC:** Service Worker  
**FLSA Status:** Non-exempt

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**Summary**

The Licensed Vocational Nurse (LVN) is a member of the interdisciplinary health care team that functions in order to meet the objectives of the ChapCare program. The LVN, working under the supervision of physicians, registered nurse(s), or other licensed providers, is responsible for supporting clinical care for patients. Provides and implements patient care utilizing all aspects of the nursing process:

**ChapCare's Expectations of all Employees**

- Adheres to all 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 her/his 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
- To train on all Learning Management Systems (LMS) by self-learning models from ChapCare's electronic medical records, EPIC/OCHIN.

**Essential Duties and Responsibilities**

- Prioritizes implements, organizes and documents nursing activities according to needs of individual patient.
- Manages on-site dispensary including medications ordering, stocking, inventory tracking, record keeping, and pulling medications under supervision of licensed personnel able to dispense medications.
- Records accurately and legibly all data in the medical record or other logs developed for that purpose.
- Performs nursing services in a knowledgeable, skillful and consistent manner as ordered by provider.
- Assists patient in development of goals for physical, emotional, and teaching needs; provides health education as directed by provider.
- Makes referrals to outside specialty and supportive services as directed by the patient medical provider.
- Monitors outcome of patient care by participating in quality improvement programs.
- Annually reviews/updates core competencies for medical assistants and contributes to performance evaluations of nursing staff.
- Identifies and report barriers to department effectiveness and suggests effective problem solving methods.

- Uses interpersonal communication skills to resolve conflicts or unusual situations.
- Fosters positive interpersonal relationships with other staff members. Practices effective teamwork.
- Utilizes time and supplies efficiently.
- Maintains confidential information regarding patient and work related matters.

**Qualifications**

- California license as a Licensed Vocational Nurse. Bilingual in English/Spanish required.
- Must have valid California Driver’s License

**Skills and knowledge required**

- Ability to communicate with patients and staff in a clear manner.
- Familiarity with computers and basic word processing and database software.
- Use of medical equipment that supports patient services.

**Prior experience required**

- Three years medical experience providing direct patient care in a clinic setting.

**Personal qualities**

- Able to relate well to the cultural and ethnic characteristics of the ChapCare community.

**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.

**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

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Employee Signature                              Date