

# APLAHealth



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](http://aplahealth.org).

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***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*
- *5 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!***

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## **POSITION SUMMARY:**

Under the direct supervision of the Nursing Director, the LVN I 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 drivers 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. COVID vaccination is required and APLA Health will consider accommodations for medical- and religious-based reasons.

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



Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=52654&clientkey=A5559163F67395E0A2585D2135F98806>