



## Job Posting

**Title:** LVN & Medical Assistant Supervisor

**Base Salary Range:** \$62,400 - \$84,818 plus benefits

**FTE:** Full-time, Non-Exempt

**Company intro:** South Central Family Health Center (SCFHC) is a primary health care clinic that has been committed to providing quality health care for uninsured families and individuals for more than 37 years. Seeks passionate individuals to join our team.

**Our Mission:** The Mission of South Central Family Health Center is to improve the quality of life for the diverse Community of inner city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment.

To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

**Responsibilities:** The LVN & Medical Assistant Supervisor will be responsible for overseeing day-to-day operations of SCFHC's South East Clinic sites. Will manage staff workflow, and safe provision of quality patient care. This position will also support the medical providers and oversee the implementation of existing/new services under the direction of the Clinical Director and Chief Medical Officer. The LVN & Medical Assistant Supervisor will be responsible for the supervision of back office staff and will be required to oversee training and work with the Clinical Director on disciplinary actions as needed.

- Manage back office workflow to ensure efficiency and effectiveness
- Collaborates with Patient Services Manager to provide front-line support in addressing immediate patient needs and/or complaints
- Mitigates, manages and communicates all significant clinical findings to providers as needed
- Assist Clinical Director on counseling, evaluating and disciplining LVNs and Medical Assistants
- Leads ongoing training and review of LVNs and MAs from orientation to regular updates of EHR, documentation, procedures, protocols, LVN and MA skills & performance abilities using designated evaluation tools
- Assists providers, LVNs, and MAs in examination/procedure rooms, as needed
- Assesses workflow of back office LVN & MA staff and schedules accordingly, covering absences, illnesses, and breaks
- Performs all LVN duties such as administer prescribed medications or start intravenous fluids, noting times and amounts on patients' charts
- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action
- Assess and evaluates patient's level of understanding of disease process and medical regiment
- Provides preventive health care education and insulin teaching dietary control
- Provide basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations
- Trains LVN I and LVN II
- Represent the organization in a positive, professional, responsible manner to staff, providers, case managers, and team members



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**Top benefits or perks:** As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company

### **Qualifications:**

- High School Diploma or equivalent required
- BA degree preferred
- Current California LVN license
- Current BLS Certification
- Bilingual and Bi-literate Spanish/English preferred

### **Contact/application information:**

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>