

With over 50 years of service, our goal is to improve the health of the community we serve by creating easier access to quality clinical, preventative, and specialty healthcare services. WHCC is deemed by the Bureau of Primary Health Care of the U.S. Department of Health and Human Services to be a federal employee for purposes of medical malpractice claims and, as such, qualified for protection under the Federal Tort Claims Act.

SUMMARY:

Under the direct supervision of a Nurse Manager and a clinician, the **EHS/IC LVN Coordinator** is responsible for providing routine and basic health clearance activities to employees of the organization of a community clinic environment in the Employee Health/Infection Control department. Ensuring services meet clinical and regulatory standards of excellence and the satisfaction of the employee. Provide routine and basic infection control activities to the employees, patient population and the community served by the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees all phases of the employee health clinical program under the direction of the EHS RN Manager and/or Director of Nursing.
- Assists the EHS/IC RN Manager to implement program goals and policies that have been established by the medical, nursing and administrative directors. Ensures compliance with regulatory and contractual obligations including documentation.
- Facilitates the employee health clinic activities with the other services offered in the entire employee health program.
- Responsible for the quality assurance program of employee health services, such as monthly statistics on health clearances, tuberculosis screening, hepatitis and immunity screening, etc.
- The incumbent is an active participant in the organization's health & safety committee and its activities; must interface with the personnel responsible for those committees.
- Coordinates the daily activities of the employee health clinic to allow for routine physical examinations, epidemiological follow-ups, routine screenings for immunity, employee education and wellness related activities.
- The incumbent is responsible for assisting the EHS/IC provider in giving complete and comprehensive new hire physical examinations and to document findings in a systematic manner in the employee's paper and/or EHS medical record.
- Checks patients' vital signs; conducts vision and audiometric screenings; performs FIT testing; administer required immunizations, etc.
- The incumbent must also be able to accurately assess those employees who present with medical concerns and report findings to the EHS/IC provider and/or EHS/IC RN Manager for appropriate treatment and therapeutic measures according to protocol.
- The incumbent shall maintain the privacy of the employee and/or patient and the confidentiality of the medical record; maintains absolute confidentiality over employee (and/or patient) information in accordance with HIPAA regulations and demonstrates complete discretion when discussing employee (and/or patient) information.
- The incumbent will be responsible for knowledge of immunizations as recommended by the Centers for Disease Control (CDC) and the Occupational Health & Safety Administration.
- Utilizes the electronic health records database, paper-based records and electronic immunization registry to access prior health history, test results and related information; performs data entry to record information; prints documents for provider and/or employee as needed.
- Follows established policies and procedures for safety, environment, hazardous and medical waste and infection control based on CDPH, OSHA, CLIA and EPA regulations.

- Assists the Nursing Administration Leadership Team that includes the EHS/IC RN Manager to implement program goals and policies related to infection control.
- Communicates professionally with employees at all levels of the organization and able to work well during high stress situations.
- The incumbent shall generate monthly statistical reports and assist with epidemiological investigative reports to be presented to the EHS/IC RN Manager and Director of Nursing.
- Other duties as assigned.

REQUIREMENTS:

- A valid California issued Vocational Nursing License.
- A current CPR Certificate – Adult, Child, and Infant for the professional rescuer, sponsored by the American Heart Association required.
- Skills in performing audiometry and vision (e.g. Snellen/HOTV) screening.
- Demonstrated knowledge & proficiency with the Vaccines for Children (VFC)/Vaccines for Adults (VFA) programs as outlined on the www.eziz.org website.
- Demonstrated knowledge & proficiency with the California Immunization Registry (CAIR) as well as the various Covid testing & vaccine databases (PrepMod, MyTurn, etc.).
- Demonstrated ability to listen and communicate with others in a professional and caring manner including sensitivity with individuals from diverse cultures and lifestyles.
- Demonstrated proficiency with the electronic health record database within three months of attending training session(s).
- General computer skills at an intermediate skill level in MS Office programs (e.g. EXCEL, WORD, Publisher, PowerPoint) and routine clerical skills (e.g., data entry, filing, completing forms, setting up paper charts, scanning, faxing) are essential.
- Fluency in written and spoken English.
- Strong verbal and interpersonal skills to communicate clearly and effectively with employees, patients and others.
- Ability to develop and maintain cooperative relationships with leadership, staff members, patients and clinicians.
- Flexibility to deal effectively with changes in work schedules and sites.
- Valid California Driver's License and insured vehicle.

In addition, **preferred qualifications** are:

- Audiometry, Vision, N-95 FIT Testing Certifications.
- Associate's degree in a health care or public health field.

COVID-19 CONSIDERATIONS:

All patients are subjected to COVID screening and are required to wear a mask when not receiving treatment. All staff members must be fully vaccinated.

Job Type: Full-time

Salary: From \$27.19 per hour

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program

- Flexible spending account
- Health insurance
- Life insurance
- Paid sick time
- Paid time off
- Tuition reimbursement
- Vision insurance

Physical setting:

- Clinic

Experience:

- EHS: 1 year (Required)