

POSITION DESCRIPTION	
Please check one: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Date: 06/20/2024
<b>Position Title:</b> LVN	Pay Rate/Grade: range \$31.50/hr. - \$35.50/hr.
Reports To: Nurse Manager	FLSA/ Work Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salaried
Direct Reports: TBD	
Schedule: HarborCHC is open : Monday – Thursday 7:30am-6pm, Friday 8am-5pm.	

Love what you do and do what you love.... Harbor Community Health Centers is seeking a **LVN** to join our team. HarborCHC is a trusted provider of state-of-the-art health services for men, women, and children throughout San Pedro, CA, and the surrounding Los Angeles and South Bay areas. Our mission is to provide quality, comprehensive healthcare, and supportive services to those in our community, regardless of their ability to pay.

Founded more than 50 years ago on the belief that every person of every age and income level should have access to the best healthcare options available, Harbor Community Health Centers is dedicated to providing cutting-edge healthcare services for residents of the San Pedro area, including preventive options like routine, school and sports physicals, immunizations, OB/GYN care, and health screenings, as well as treatment of both acute and chronic illnesses and diseases. Begun as the “storefront” Harbor Free Clinic in 1970, today the clinic features two locations in San Pedro – a general care clinic and a location dedicated to pediatrics.

### JOB SUMMARY

Under the direction of the Nurse Manager, the LVN will work as a member of an interdisciplinary health care team to provide quality comprehensive primary and preventive care to Harbor Community Health Centers (HarborCHC) patients, utilizing clinical practice guideline.

### EXPECTATIONS

- Adheres to all HarborCHC Policies and Procedures
- Must possess a solid commitment to the mission, policies, goals, and philosophy of HarborCHC
- Observes all policies and procedures for the use of time-keeping system, including attendance, tardiness, proper clocking procedure, overtime authorization, and that employee nametag is clearly visible
- Conducts self in a manner that HarborCHC'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 Harbor Community Health Centers concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

### MISSION, VISION, AND VALUES

Our mission is to provide low cost, comprehensive high quality health care and supportive services to those in our community who do not have access to medical care.

Our vision is "Improving the Health and Well Being of our Community"

Our Core Values consist of Integrity, Compassion, Excellence, and Diversity, Equity, & Inclusion.

Employees must possess a strong commitment to the mission, policies, goals and philosophy of Harbor Community Clinic.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. The percentage of time is an estimate of the time spent on that particular function over the course of a year.

Responsibilities may include but are not limited to:

- Maintain safe, secure, and healthy work environment by following and enforcing standards and procedures, complying with legal regulations
- Coordinate orientation of new medical assistants to the organization, including training and completion of medical assistant competency
- Work with HR and Nurse Manager to select, interview, and hire medical assistants
- Plan and delegate daily work assignments, coordinate with staff for completion of assigned work
- Oversees staff scheduling to ensure adequate clinical coverage at all times
- Assist with evaluations of staff based on the organization's performance standards and values
- Guide medical assistants by identifying problems and appropriate solutions
- Identify and coordinate training needs for medical assistants
- Point person for real-time communication in the care team. This includes communicating scheduling changes and updates to all involved team members; and communicating with the care team about population health management efforts and alerts
- Handle and resolve patient complaints/grievances
- Oversee maintenance of point of care test quality controls; ensure regular inspections of equipment, emergency kits, medications, supplies are conducted and documented
- Oversee ordering and inventory of all clinical supplies with a focus on cost control
- Oversee ordering and manage physical inventory of vaccines according to clinical protocols
- Work with the Quality Improvement Manager to ensure preventive screenings and chronic disease management is performed for all patients based on gender and age recommendations
- Work with the Risk Manager to minimize risks to the organization
- Adopt and promote a culture of service excellence and accountability to the back office staff and to the patients
- Follow all clinic safety policies and procedures; maintain a safe, clean and organized working environment
- Maintain patient confidence and protect operations by keeping patient care information confidential in accordance with HIPAA
- Serve and protect the organization by adhering to professional standards, policies and procedures, federal, state, and local requirements, and section 330 requirements.
- Provide nursing care to patients under the direct supervision of an independently licensed provider or licensed person including but not limited to:
  - Preparing exam room instruments, supplies, and equipment
  - Reviewing/ recording patient medical history
  - Taking vitals
  - Wound-care (changing dressings, removing sutures, etc.)
  - Vaccine administration
  - Point of care laboratory tests (urinalysis, EKG, glucose, A1C etc.)
  - Blow draws, preparing laboratory specimen

- Provide second verification for vaccines and medication administration, PPD reading, etc., per clinical protocols.
- Perform all job functions professionally and courteously, which may include providing clinical coverage, as needed
- Other responsibilities and duties as assigned
- Administration of various medications like insulin, per Physicians orders

## QUALIFICATIONS

These specifications are general guidelines based on the minimum experience typically considered essential to this job's satisfactory performance. Individual abilities may result in some deviation from these guidelines.

To perform effectively in this position, the incumbent must have:

- Minimum three years of LVN experience in a primary care clinical setting (FQHC preferred)
- Licensed Vocational Nurse in the state of California, diploma and current licensure required
- Must maintain a current BLS certification
- Familiarity with electronic health records (eClinicalWorks preferred)
- Knowledge of health insurances and ICD-10 and CPT coding
- knowledge of public insurance programs (Medicaid, Medicare, Family PACT, MHLA)
- Proficient in English and Spanish

### Key Competencies:

- Must have strong analytical and problem-solving skills
- Must have proficient computer skills, including Microsoft Office abilities, with intermediate Excel skills
- Must have the willingness and ability to adapt to change, including advances in technology
- Ability to handle multiple tasks and be highly organized and detail-oriented
- Committed to the mission of Harbor Community Health centers

### HR Procedural Requirements:

- Legal authorization to work in the United States
- A valid California Driver's license with clean records and access to an insured automobile
- Clear all post offers, pre-employment background screening, drug screen, MVR, licensure, and education verification.

## COMPETENCIES

**Accountability:** Takes ownership for delivering on commitments; owns mistakes and uses them as opportunities for learning and development; openly discusses his/her actions and their consequences both good and bad; has an ability to identify strengths and developmental opportunities and leverages insight to make adjustments to improve their effectiveness; courage to have the difficult conversation.

**Communicating Effectively:** Shares information. Listens and involves others. Clearly conveys ideas in a manner that engages others and helps them understand and retain the message.

**Patient Focus:** Builds patient confidence, is committed to increasing patient satisfaction, sets achievable patient expectations, assumes responsibility for solving patient problems, ensures commitments to patients are met, and solicits opinions and ideas from patients.

**Decision Making/Judgment:** Approaches problems and decisions methodically and objectively; involves others as needed; uses sound judgment in making decisions and understanding the impact to themselves,

customers, their team, and the organization; conducts the appropriate analysis to identify the symptoms and root cause of issues; makes timely decisions.

**Results Orientation:** Is focused on outcomes and accomplishments; follows through on commitments; can be counted upon to successfully execute on goals; motivated by achievement and a need for closure; has an attention to detail and is both efficient and effective in achieving a high level of measurable outcomes; persists in achieving goals despite obstacles.

**Supporting the Mission:** Actively supports Harbor Community Clinic’s mission and values; uses individual skills to add value to the mission of “*provide no cost to low cost health care services to people who do not have access to other health care*”; aligns actions around organizational goals; gives priority to organizational mission and value when making decisions.

**PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust.

**Hours:** HarborCHC is open Monday – Thursday 8am-6pm, Friday 8am-5pm. This is a full-time, non-exempt position and your supervisor must approve any overtime in advance.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Harbor Community Health Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran by applicable federal, state and local laws. Harbor Community Health Centers complies with appropriate state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

**DISCLAIMER**

The above statements define this position as it currently exists and describes the general content of and requirements for this job. They are not considered an exhaustive statement of duties, responsibilities, or conditions and do not limit the assignment of additional responsibilities at the Supervisor's discretion. Harbor Community Health Centers is an at-will employer.

In addition, Harbor Community Health Centers may change your duties, compensation, hours, or transfer, reassign, promote, demote, suspend or otherwise modify the terms and conditions of your employment (other than the at-will relationship) with or without cause or prior notice.

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

\_\_\_\_\_  
Date

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