

T.H.E. HEALTH AND WELLNESS CENTERS JOB DESCRIPTION

POSITION: Licensed Vocational Nurse
DEPARTMENT: Medical Unit
STATUS: Full-Time, Non-Exempt

POSITION SUMMARY:

Under the direction of the Chief Medical Officer and supervisor of Medical Unit Manager, the Licensed Vocational Nurse (LVN) offers assistance to the providers for necessary patient care services and other office related tasks needed within the scope of the clinic.

Essential Duties and Responsibilities:

1. Assists in all functions of the team staff in the clinic.
2. Sets medical assistants work schedules and oversees meal and break periods at all sites as directed by the Medical Unit Manager.
3. Assist with Medical Unit support staff in-house trainings.
4. Responsible for tracking and ordering medical supplies and medication for all medical sites.
5. Monitors medical equipment calibration dates, immunization and other medical solution expiration dates.
6. Monitors and Document EOC rounds, medical emergency cart monthly.
7. Keep all required binders up to date weekly and monthly.
8. Assist the Vaccine Coordinator who will monitor and order vaccines for all medical sites, maintain the CAIR immunization inventory systems and updates for all life cycles. Submit monthly report of vaccine usage.
9. Tracks, records, and reports abnormal lab results of patients
10. Directs patient complaints to the appropriate authority.
11. Responsible for the collection of patient data including blood pressure, weight, height, temperature, pulse and history of present illness.
12. Screens high risk patients.
13. Reviews presenting problems with patients.
14. Provides immunizations, draws blood, and performs hematocrit and other basic test when requested by clinicians.
15. Reviews immunization record.
16. Administers injections as indicated by provider.
17. Administers Mantoux Tests.
18. Obtains TB screening history, reads Mantoux Skin Tests, responds to patient questions regarding significance and results of TB test.
19. Performs vision and hearing test for patients as needed.
20. Responsible for maintaining a steady patient flow for the clinicians.
21. Responsible for keeping exam rooms clean and well stocked with necessary medical supplies.
22. Responsible for maintaining program logs, as assigned by the department manager.
23. Reviews all forms to insure that charts are completed after each patient visit.
24. Makes telephone calls for the purpose of appointment reminders, follow-up on broken appointments, patient education and for other patient contact needs.

25. Responsible for providing final instruction and patient education as directed by medical provider.
26. Participates in community outreach events as needed.
27. Participate in all site audits.
28. Performs other duties as assigned

Education and Qualifications

- Current and active licensure as a Licensed Vocational Nurse
- Current CPR Certification
- Minimum one year of LVN experience
- Experience with patient follow-up and compliances
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Ability to work independently and a self-starter with minimal supervision
- Ability to work in a variety of settings
- Ability to write notes, records, and reports.
- Ability to work productively in an office space used by multiple employees.
- Work requires periods of standing, sitting, stooping, kneeling, bending, lifting, turning, twisting, walking, pushing, pulling, reaching, speaking, hearing, seeing and ability to articulate clearly.
- Excellent oral and written communication skills
- Excellent organizational skills
- Computer proficiency
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
- Bilingual preferred

Physical Demands:

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 is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.