

# APLA Health

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APLA Health provides quality healthcare, life-saving services, camaraderie, compassion, and comfort to all who come through our doors. Our dedicated team of healthcare professionals is committed to providing personalized and compassionate free and low-cost medical services, tailored specifically to meet the unique needs of each individual we serve. APLA Health serves as a medical home providing an array of integrated healthcare services through 71,000+ billable patient visits and nearly 10,000 enabling services visits each year. Services provided include: medical, dental, behavioral health and HIV care; pharmacy; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, APLA Health offers housing support; benefits counseling; home healthcare; and the Vance North Necessities of Life Program food pantries; among several other critical support services.

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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*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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This position will pay \$34.99 - \$44.29 hourly. Salary is commensurate with experience.

## **POSITION SUMMARY:**

Under the direct supervision of the Nursing Supervisor, the LVN III will provide nursing care in accordance with the legal scope of practice and within established standards of care, policies and procedures. The LVN III will offer care coordination and health education activities to engage patients in goal setting and self-management support to improve their health.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Care Coordination:**

- Support the care team to coordinate the care of the patient including completion of any needed paperwork, facilitation of patient access to appropriate medical and specialty providers
- Assess the health needs of individuals and provide materials to teach patients and their families about health topics to manage their health conditions
- Assist patients with referrals, assure that patients with referrals receive appointments, and ensures closed loop referral management
- Conduct proactive outreach to patients and schedule for needed follow up
- Will link patients to both community-based organizations and other local services to address social drivers of health
- Serve as a community resource specialist
- Assist with medication refills
- Works with patients with chronic conditions and address: patient priorities, patient education, goal setting, self-management teaching and coaching.
- Provides medical information education to patients to help them self-manage their health conditions, following established protocols and guidelines
- Provide follow up between visits with patients and check on their progress

### **Clinical:**

- Perform patient care functions within the scope of competency as prescribed by health care provider(s) following established protocols, policies and procedures.
- Assess and monitor patients' condition and notify health care provider for disposition.
- Convey medication refill authorizations to pharmacies as directed by the health care providers following established protocols.
- Apply principles of aseptic technique and infection control as directed by the Infection Control Manual.
- Document pertinent patient information, assessments, and nursing procedures, following established protocols.
- Administer oral, IM and subcutaneous medications properly.
- Perform venipuncture with skill, adhering to all OSHA PPE safety requirements.
- As needed/requested perform HIV/STD screening tests
- 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.
- 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.
- Maintain HIV and/or STD records to ensure that all documentation as required by funder(s) is kept on file.
- May be required to work overtime as shift coverage is essential to providing patient care and must be available on an as needed basis which may include evenings and weekends.

- May be required to work at various APLA Health sites as needed.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

**REQUIREMENTS:**

Training and Experience:

- Highschool diploma/or GED equivalent.
- Current CA LVN license.
- Minimum of two years' experience as licensed vocational nurse in an Internal Medicine or Family Medicine practice a plus.
- Current certification as an HIV Counselor or receive certification within ninety days of employment.
- Experience working in a nonprofit environment a plus
- Skill and knowledge to maintain current LVN license/certificate.
- Case management experience a plus

Knowledge of:

- Knowledge and experience working with target populations, including individuals who use IV drugs and sexual minorities, including transgender persons, 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.

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 HIV Counseling/Testing 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 driver's 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 be required.

COVID vaccination and booster required or medical/religious exemption.

Equal Opportunity Employer: APLA Health is an EEO Employer

**To Apply:**

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=208870&clientkey=A5559163F67395E0A2585D2135F98806>