



NVIH POSITION DESCRIPTION

LICENSED VOCATIONAL NURSE – CHILDREN’S HEALTH CENTER

REPORTS TO: Nurse Manager

SUPERVISES: None

POSITION SUMMARY: Under general supervision of the Nurse Manager and Medical Provider, the LVN is a member of the health care team, and is responsible for performing routine technical nursing duties and assists with other related duties involved in providing patient care in an ambulatory health program. Duties may include explaining programs offered by the agency to individuals. The activities of vocational nurse are based on the individual’s educational preparation and experience. Work is performed under the administrative supervision of the Nurse Manager and the clinical supervision of the Medical Provider. Operates within the scope of the Nursing Practice Act and maintains standards consistent with the level of care set by Title 22.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Interviews patients to obtain appropriate health concern and/or immunization status.
2. Performs screening tests for which the individual has been prepared by education and experience.
3. Maintains records and documents all necessary information in the chart.
4. Takes vital signs and measurements (i.e. height/length and weight).
5. Assembles materials and equipment in preparation for patient care and maintains adequate supplies.
6. Assists providers with procedures approved to perform as requested.
7. Maintains adequate supplies and materials for each exam room and assists in the inventory and requisitioning of needed supplies.
8. Cleans and maintains clinic equipment and disposes of used supplies correctly.
9. Administers specified medication, orally or by subcutaneous or inter-muscular injection and notes time and amount on patients; charts as are permitted under the Vocational Nursing regulations and organizational standardized written procedures.
10. Collects samples, such as urine, blood and sputum from patients for testing and performs routine laboratory tests on samples.
11. Sterilizes equipment and supplies, using germicides, sterilizer or autoclave.
12. Assist providers with follow-up of all abnormal test results and other treatment plans as needed.
13. Observes blood-borne pathogen precautions and infection control procedures per OSHA standards and clinic policies and procedures.
14. Assist other staff members in development and maintenance of department goals, objectives, policies and procedures.

15. Attend all meetings, conferences and trainings as required.
16. Participate in continuing education in order to provide the highest quality of care to the patient population and to maintain a current and active license to practice.
17. Participate in ongoing quality improvement monitoring and activities.
18. Attend to such duties and projects that may be assigned by department supervisors.
19. Implement appropriate patient teaching that is directed toward preventing illness and maintaining health in cooperation with and as directed by providers and/or registered nurse.
20. Contributes to the attainment of the goals of the unit by using contacts with individuals and community relationships to contribute to better public understanding of health services.
21. Identify victims of child and adult abuse, assault and domestic violence and provide intervention, make referrals as necessary and report to appropriate agency.
22. Other duties as assigned.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. Graduate of an accredited Vocational Nurse training program.
2. Valid California LVN license.
3. Two (2) years experience as a LVN in a doctor's office or ambulatory medical clinic.
4. Current certificate as a phlebotomist or verification of appropriate training.
5. High school diploma or equivalent, GED.
6. Current CPR BLS certification.
7. Reliable transportation

Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc. is an Equal Opportunity Employer.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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 communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

FLSA STATUS: Non-exempt

DATE OF LAST REVIEW / REVISION: 4/2015

ASSIGNED SITE: CHC

Signature

Date