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| **Position Title:** |  Licensed Vocation Nurse(LVN) | **Department:** | Primary Clinic/Red Feather/Mathiesen on Main |
| **FLSA Status:** | Non-Exempt | **Reports To:** | Back Office Supervisor |
| **Salary Range:** |   | **Effective Date:** | 5.11.2022 |
| **Approved By:** | Chief Executive Officer |  |  |

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**Position Summary**

The LVN works within a patient-centered team-based environment at Mathiesen Memorial Health Center. This position performs various clinical and administrative tasks depending on the day-to-day demands of the office.

**Essential Duties**

* Adheres to the Mathiesen’s Mission, Vision, and Values, Standards of Conduct, HIPAA and Infection Control principles/Universal Precautions.
* Audio vision screening.
* Ability to take and document basic patient vitals.
* Collects specimens and performs various lab tests, screening and phlebotomy testing procedures.
* Prepares patients for procedures, does set up for procedures and assists provider as requested by provider.
* Provides patient with referral/s, instructions and education as requested by provider.
* Records results of treatment and responses to care in the EHR
* Responsible for keeping patient areas clean and safe.
* Cleans and autoclaves instruments.
* Ensures lab area and exam rooms are appropriately stocked.
* Responsible for ensuring electronics messages, tasks and voicemails are completed by the end of each business day.
* Partner with assigned Provider in administering screenings, therapies and treatments
* Provide ongoing care for patients within LVN scope of practice.

**Additional Responsibilities**

* Demonstrates excellent teamwork skills.
* Communicates effectively with care team throughout the day.
* Participates in staff education and training activities as required.
* Effectively trains and mentors new hires as requested.
* Accepts other job duties as assigned and as assigned.

**Education and Skills**

* Current license as a Licensed Vocational Nurse (LVN) with the Board of Registered Nursing in the state of California
* Current CPR Certificate or BLS
* Excellent verbal and written communication skills.

**Physical requirements**

While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb or balance. The employee must be able to move up to 10 pounds and occasional lift and/or move up to 20 pounds.

Ability to deal with time constraints and fast-paced work environment.

Ability to deal with stressed patients.

**Working conditions**

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Ad of 1973,29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

**Acknowledgement**

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

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| Accepted by (signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HR or Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |   |
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*Mathiesen Memorial Health Center retains the right to change or modify job duties at any time. The above job description is not all-­‐encompassing. Needs and requirements may vary according to business needs or necessity*