

ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON, INC. JOB DESCRIPTION

JOB TITLE: Licensed Vocational Nurse (LVN)

Reports to: Director of Clinical Services
Department: Prevention Services

Status: Regular/Full Time/Exempt
Date: 2020-2021

SUMMARY: The Licensed Vocational Nurse (LVN) is supervised by the Clinic Manager and provides direct nursing care to patients, under the appropriate supervision of the medical provider and registered nurse by applying clinical nursing knowledge, skills, and ensuring the safety and comfort of patients and families according to legal, organizational and professional standards. The LVN will be responsible for providing clinic leadership support with administrative and medical care projects to ensure healthcare programs are compliant and functioning at optimum capacity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

DUTIES AND TASKS:

- Interviews patients to collect and document medical and social economical information in electronic medical record.
- Provides patient medication and health education as well as medication readiness assessments and medication adherence interventions.
- Answers phones, conducts follow-up calls, schedules appointments and monitors patient virtual portals.
- Executes orders written by the provider such as referrals, medications and immunizations, and counseling.
- Conducts patient screening such as: taking/recording vital signs, heights and weights, and with the collection of lab specimens.
- Prepares patients and assists providers with medical exams.
- Maintains inventory management and quality control such as clinic supplies and daily refrigerator monitoring.
- Orders educational material and clinic supplies as needed.
- Utilizes the nursing process in implementing care plans and carrying out daily activities and clinic operations such as telephone encounters, refill requests, and test results.
- Provides cultural and socioeconomic sensitivity when engaging clients/staff of diverse backgrounds such as PLWHIV and LGBTQIA+ community.
- Assures standards of care are followed for all clinic grant programs such as 340B program.
- Performs other duties as assigned; including special tasks involved in responding to an emergency event.
- Essential physical demands require lifting and transferring materials up to 25lbs.

QUALIFICATIONS, KNOWLEDGE, SKILLS REQUIRED:

- Valid Licensed Vocational Nurse certification to practice in the state of Texas.
- A minimum of 2 years' experience in STD/HIV treatment and prevention.
- Proficient in Electronic Medical Records (EMR) data entry.
- Valid Texas Driver's License, reliable transportation for occasional travel to other health centers.
- Current CPR/BLS certification for health professionals.
- Demonstrates effective oral and written communication skills.

- Prior experience in public health, community health services or infection control/communicable disease is preferred.
- Will to maintain up to date continuing education in HIV/STI prevention and treatment guidelines and all licensures and certifications needed to carry out job duties.
- Proficiency in patient education and administration of medication in oral, intradermal, intramuscular and subcutaneous routes.
- Maintain client confidentiality.
- Strong writing, problem solving, organizational and interpersonal skills.
- Ability to use Microsoft Office Suite.
- Bilingual in English and Spanish is preferred.

TEAM RELATIONSHIPS:

- Balances team and individual responsibilities; exhibits objectivity and openness to others' views
- Gives and welcomes feedback.
- Acts respectfully and supportively towards other team members' efforts.
- Works as a highly cooperative member of the AFH staff and volunteers to accomplish agency and departmental goals.
- Accepts responsibility and willingness to be accountable by not blaming others for work product or issues.

LANGUAGE SKILLS:

Ability to read and write at a professional level: to read, analyze, interpret and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information and interpret information to build useful and required reports or presentations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to adapt a budget into a tracking form and understands the basics of a budget.

REASONING ABILITY:

Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over telephone and in person 100% of the time.
5. Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

CORE COMPETENCIES:

- **Ethics**- Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational mission and values.
- **Leadership**-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- **Professionalism**-Approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Initiative**-Volunteers readily; undertake self-development activities; seeks increased responsibilities; takes advantage of opportunities; asks for and offers help when needed.
- **Innovation**-Displays creativity; meets challenges with resourcefulness; generates suggestions for improving work.
- **Adaptability**-Adapts to changes in the work environment; Manages demands; deal with change, delays, or unexpected events.
- **Quality Management**-Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **Interpersonal Skills**-Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Customer Service**-Manages difficult or emotional customer situations; responds promptly to stakeholder needs; solicits feedback to improve service; responds to requests for service and assistance; meets commitments.

- **Oral Communication**-Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Problem solving**-Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics.
- **Judgment**-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Technical skills**-Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Print Name

Signature

Date