

Community Health Alliance of Pasadena (ChapCare) Job Description

Title: Clinical Trainer / Licensed Vocational Nurse (LVN)
Department: Medical

Summary

The Clinical Trainer / LVN role is a member of the interdisciplinary health care team that functions in order to meet the objectives of the ChapCare program. The Clinical Trainer / LVN, working under the supervision of physicians, registered nurse(s), or other licensed providers, is responsible for supporting clinical care for patients. Provides and implements patient care utilizing all aspects of the nursing process. The Clinical Trainer / LVN would be responsible for on Board training, developing, assessing, administering, and revising testing material for all positions in a clinical setting.

Essential Duties and Responsibilities

- Prioritizes, implements, organizes and documents nursing activities according to needs of individual patient.
- Manages on-site dispensary including medications ordering, stocking, inventory tracking, recordkeeping, and pulling medications under supervision of licensed personnel able to dispense medications.
- Records accurately and legibly all data in the medical record or other logs developed for that purpose.
- Performs nursing services in a knowledgeable, skillful and consistent manner as ordered by provider.
- Assists patient in development of goals for physical, emotional, and teaching needs; provides health education as directed by provider.
- Makes referrals to outside specialty and supportive services as directed by the patient medical provider.
- Monitors outcome of patient care by participating in quality improvement programs.
- Annually reviews/updates core competencies for medical assistants and contributes to performance evaluations of nursing staff.
- Identifies and report barriers to department effectiveness and suggests effective problem solving methods.
- Uses interpersonal communication skills to resolve conflicts or unusual situations.
- Fosters positive interpersonal relationships with other staff members. Practices effective teamwork.
- Utilizes time and supplies efficiently.
- Maintains confidential information regarding patient and work related matters.
- Will ensure the clinical and classroom component of the curriculum is up to date & designed to assist new Back Office Staff build knowledge and clinical skills aimed at succeeding in the ChapCare Workflow.
- Train users on equipment, software and/or technology, including customizing protocols or templates.
- Delivers training materials on job responsibilities, organizational policies, processes, and technologies so as to ensure that employees develop, maintain, and increase their own clinical and/or process knowledge
- Independently coordinates and facilitates new hire orientation training
- Manages training programs and records training completions as required
- Overlaps new hires as needed in the field

- Assists with the development of training materials

Qualifications

Experience:

- Valid current Licensed Vocational Nurse by the California Board of Nursing
- Minimum 2 -4 years' experience.
- Current CPR certification required.
- Previous experience working in an outpatient clinic or doctor's office preferred.
- Experience successfully presenting information one-on-one, in small groups and large groups
- Positive, polished, professional presence
- Strong organizational and prioritization skills with demonstrated ability to multitask
- Demonstrated ability to communicate effectively in written and verbal form
- Previous experience working successfully in a highly matrixed organization
- Commitment to upholding the company's mission and vision to the community
- Previous work experience training others in applied behavior analysis
- Experience conducting trainings and speaking in front of large groups
- Demonstrated ability working in a fast-paced environment, handling multiple high-level tasks at one time

Knowledge/Abilities:

- Ability to communicate with patients and staff in a clear manner.
- Familiarity with computers and basic word processing and database software.
- Use of medical equipment that supports patient services.
- Displays cheerful demeanor and makes positive comments when on duty.
- Refrains from participation in harmful gossip, dysfunctional group interactions, and divisive behavior.
- Displays courteous and professional behavior in all interactions with the public.
- Works cooperatively with other staff members.
- Displays flexibility in accepting, changing, or carrying out assignments.
- Adheres to dress code expectations, including fragrance-free requirements.
- Displays sensitivity in a multi-cultural environment.