

**Community Health Alliance of Pasadena (ChapCare)
Job Description**

Title: Licensed Vocational Nurse
Department: Medical

Summary

Community Health Alliance of Pasadena (ChapCare), a growing Medical Group provider to residents of the greater Pasadena area and San Gabriel Valley, is seeking a qualified Licensed Vocational Nurse (LVN). The LVN is a member of the interdisciplinary health care team that functions in order to meet the objectives of the ChapCare program. The 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:

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, record-keeping, 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.

Qualifications

- Licensure as a 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.

Skills & Knowledge

- 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 courteous and professional behavior in all interactions with the public.
- Displays sensitivity in a multi-cultural environment.