

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

Position Title:	LVN Supervisor
Department:	Medical
Reports To:	Clinical Nursing Manager and Chief Care Officer
Directs:	License Vocational Nurses and Certified Medical Assistants
EEOC:	Professional
FLSA Status:	Exempt
Salary Range:	TBD

Community Health Alliance of Pasadena (ChapCare) strives to pay its workforce at the mid-level or 50% of the salary range. For new hires, we offer pay at less than the 50% mark to allow for growth. ChapCare offers a generous employee benefit package. The combination of the pay and benefits results in a total compensation package in the 70% of the competitive salary range.

JOB SUMMARY:

Under the direction of the Clinical Nursing Manager and Chief Care Officer, the LVN Supervisor will be responsible for scheduling, providing and delegating treatment of clients during Clinic Operations. Serves as a nursing team leader and together with the Chief Care Officer coordinates the activities of the License Vocational Nurses and Certified Medical Assistants.

ChapCare's Expectations of all Employees

- Adheres to all of ChapCare's Policies and Procedures
- Conducts self in a manner that represents ChapCare's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with his/her immediate supervisor about Departmental and ChapCare concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

Essential Duties and Responsibilities:

- Report to the Clinical Nursing Manager and Chief Care Officer.
- Monitor assigned site(s) by visiting sites and ensuring that all staff are compliant with ChapCare's protocols.
- Monitor, order and stock medications on the floor including controlled medications.
- Oversee the Daily Staffing requirements and reports to the Clinical Nursing Manager and/or Chief Care officer of any absences or requests.
- Ensure that all Outreach supplies are prepared prior to the event or Outreach
- Monitors accountability and punctuality of the staff at each assigned site.
- Responsible for coordinating clinical staff scheduling and timesheet approval for all clinical support staff within assigned clinic locations.
- Monitors provision of vital signs, documentation of current medications and any allergies in chart, rooming of all patients for providers and performance of any requested procedures or tests.

- Responsible for all clinical staff training; orients clinical staff to their job responsibilities and supports the provider onboarding process
- Responsible for the employee competency, evaluation and performance review
- Ensure that all healthcare practices follow legal and ethical regulations and Center policies including the LVN-CMA-MA model if applicable.
- Check if the inventory for VFA, VFC and private purchases of vaccines on each site are done correctly and accordingly submit report to Clinical Nursing Manager and/or Chief Care Officer.
- Oversee clinic equipment maintenance and supply; report on any malfunctioning equipment that may cause delay in patient care
- Coordinates with each Site Lead regarding audit preparation, staffing issues, scheduling and inventory of supplies.
- Assist in Medical chart reviews and compiling data in a meaningful manner for audits for reports.
- Monitors TB and STD reporting as well as maintain monthly Clinical Report for all reportable conditions.
- Collaborate with medical and other healthcare providers to plan, organize and direct patient care.
- Performs nursing duties and is a clinical resource and professional role model for other nursing staff.
- Provide leadership and updates to clinical staff during Department Meetings.
- Ability to monitor staff off-site within the assigned areas (Pasadena, El Monte or Monrovia).
- Attend administrative meetings as needed and facilitate meeting every other Wednesday.
- Provides guidance to staff, control patient flow, and assist healthcare providers as necessary.
- Provides health education regarding disease process, therapies and healthful behaviors.
- Communicates appropriately and tactfully with staff, consultants, patients/clients, significant others and community members to reduce conflict and increase client/patient satisfaction whenever possible.
- Administers medications as ordered within the scope of practice of the license.
- Implementation and enforcement of clinical protocols and procedures
- The requirement to comply with OSHA, HIPAA and other applicable regulations.
- Other duties as assigned by the CCO and overall Clinical Nursing Manager.

Qualifications:

- Licensure as a Licensed Vocational Nurse by the California Board of Nursing
- Minimum 3-5 years' experience
- Current CPR certification required
- Previous experience working in an outpatient clinic or doctor's office preferred
- One year supervisory experience preferred.

Skills & Knowledge

- Excellent verbal and written communication skills, strong organizational, computer, and interpersonal skills
- Knowledge of and adherence to applicable professional codes of ethics pertinent to the delivery of nursing services.
- Requires excellent interpersonal skills and the ability to interact effectively with clients, their families, other agencies, the court system, and members of the general public.
- Bilingual (English/Spanish) skills preferred.
- Requires excellent analytical, problem-solving, and organizational abilities,
- Strong team building skills

- Displays courteous and professional behavior in all interactions
- Displays flexibility in accepting, changing, or carrying out assignments
- Displays sensitivity in a multi-cultural environment

Physical Demands/Working Conditions

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 may be required to drive to all **ChapCare** facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.

Community Health Alliance of Pasadena (ChapCare) is an Equal Opportunity and Affirmative Action Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, marital status, family responsibilities, pregnancy, genetic information, veteran or military status.

This job description is a summary of duties which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, but is merely a broad guide to expected duties. As an employee you should understand that a job description is neither complete nor permanent; it can be modified at any time. Also, at the request of management, any employee may be asked and expected to perform additional duties, responsibilities, or project without notice.

ACKNOWLEDGEMENT OF RECEIPT

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

Employee Name _____

Employee Signature

Date

Employee Name:

Job Title: LVN	Hrs. Worked Per Day: 8	Hrs. Worked Per Week: 40
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Physical Demands

The physical demands below are typical of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be available for individuals with disability.

Activity (Hours per day)	Never 0 Hours	Occasionally Up to 3 Hours	Frequently 3-6 Hours	Constantly 6-8+ Hours
Sitting		X		
Walking			X	
Standing			X	
Bending (neck)		X		
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant hand R L		X		
Is repetitive use of hand			X	
Simple Grasping (right hand)			X	
Simple Grasping (left hand)			X	
Power Grasping (right hand)		X		
Power Grasping (left hand)		X		
Fine Manipulation (right hand)		X		
Fine Manipulation (left hand)		X		
Pushing & Pulling (right hand)		X		
Pushing & Pulling (left hand)		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Keyboarding with both hands				X

Weight	LIFTING					CARRYING				
	Never 0 Hours	Occasionally Up to 3 Hrs.	Frequently 3-6 Hrs.	Constantly 6-8+	Height	Never 0 Hours	Occasionally Up to 3 Hrs.	Frequently 3-6 Hrs.	Constantly 6-8+	Distance
0-10 lbs		X			_____		X			_____
11-25 lbs	X				_____	X				_____
26-50 lbs	X				_____	X				_____
51-75 lbs	X				_____	X				_____
78-100 lbs	X				_____	X				_____
100+ lbs	X				_____	X				_____

Describe the heaviest item required to carry and the distance to be carried:

A box of supplies/medications up to 25 lbs. carried up to 50 feet.

Other job requirements specific to the Job :

1. Working with Bio-hazards such as blood borne pathogens, sewage? Occasionally (finger sticks, blood draws)
2. Exposure to radiation? No
3. Other :

Acknowledgement

I have read this job description and understand that in accepting this position I indicate can meet the essential functions of this position and other work requirements with or without accommodations. I understand my obligations to follow the policies and procedures governing the performance of my duties and to practice the ethical standards of conduct and behavior expected in my association with the residents and tier families, visitors, co-workers and business associates of the facility. I accept the position of and will perform the duties to the best of my abilities.

I am requesting the following accommodations _____

Comments/Remarks: _____

Employee Signature: _____ Date: _____