

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

Title: LVN Supervisor
Department: Medical

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.

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.

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