Job Title: LPN  Department: Valley View Health Center
FTCA Status: W2-OLCP
Job Level: 11  Hours: 20 Hours Weekly
Supervisor: Director of Nursing  FLSA: NON-Exempt

Human Resources Director's Signature: [Signature] Date: 5-14-2020
Employee Signature: [Signature] Date: __________
Employee Printed Name: [Name] Date: May 14, 2020 COO

Position Overview:
Valley View Health Centers (VVHC) is a division of the Community Action Committee of Pike County. This position provides administrative support by increasing access to affordable, high quality integrated health care for all.

Qualifications:
- Current Licensed Practical Nurse in the state of Ohio
- CPR certified.
- Demonstrated clinical competency

Preference:
- Prior experience in primary health care services.

Direct Patient Contact Requirements:
- Primary Source verification of licensure, registration, or certification
- Primary Source verification of education and training.
- Completion of a query of the National Practitioner’s Data Bank (NPDB)
- Completion of a query of the Office of Inspector General (OIG)
- Verification of Health Fitness, including physical and mental health status and any impairments that may interfere with the safe and effective provision of care permitted under the requested clinical privileges of this position.
- Three (3) professional letters of recommendation.
- Current BLS/CPR certification.
- Proof of annual PPD (TB) test.
- Proof of Hepatitis B immunity, including a copy of shot record showing the Hep B series.
- Proof of most recent influenza vaccine
- Standards of Conduct and Conflict of Interest self-declaration
- Annual blood borne pathogen training.
- Annual HIPAA training
- Insurable under agency insurance policy.
- Current BLS/CPR certification
- Annual blood borne pathogen training.
- Ability to handle confidential information in a professional manner.
- Compliance with VVHC’s Employee Uniform/Attire
- Reliable transportation.

Physical, Mental and Visual Abilities Required:
- While performing the duties of this job, the employee is regularly to sit; use hand to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.
• Work requires the ability to exchange information on factual matters, communicate in a variety of manners with patients and staff, and explain policies of the centers.
• Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Essential Job Functions:

• Works 20 hours clinically as part of a clinical care team and works independently under physician's orders and interdependently with physician/nurse practitioners.
• Perform phone and clinical triage services, as assigned, using independent reasoning skills.
• Responsible to manage internal and external calls/communication by phone or electronic transmission to assigned provider(s)
• Perform intake functions on all health center patients that include at least a blood pressure, height, weight, pulse, and temperature.
• Performs other functions such as phlebotomy and administering of injections.
• Responsible for responding to patient inquiries regarding laboratory results as directed by the physician/nurse practitioner.
• Responsible upon request of center providers for staging treatment areas and assisting providers in performance of patient exams/treatment.
• Responsible for establishing a safe work environment and ensuring compliance with Safety Policies and Procedures.
• Responsible for documentation in medical record of all procedures, tests, diagnosis, treatment, and referrals made in conjunctions with activities listed above. This is to be done in accordance with the client policies and procedures and standard medical practice.
• Must be self-motivated. Ability to do multiple tasks at one given time.
• Ability to handle confidential information in a professional manner.
• Ability to communicate with the general public in friendly, courteous, and pleasant manner.
• Work well with minimal supervision.
• Remain calm in times of crisis.
• Responsible, along with other staff, for keeping the health center, office areas, kitchen and supply areas clean and orderly.
• Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Valley View Health Centers and/or CAC.

Accountabilities:
• Accountable to the assigned supervisor for high standards of accuracy, attention to detail, and timely completion of work.
• Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among co-workers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere. Must maintain a courteous, professional demeanor with patients and maintain a positive reflection of CAC and the Valley View Health Centers.
• Is aware that social networking sites are banned during work time unless they are program specific.

Other Skills/Abilities/Documentation
• Knowledge of Community Action Programs.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.