



**POSITION ANNOUNCEMENT
LICENSED VOCATIONAL NURSE**

Department: Medical

Status: Full Time

Date: September 2018

POSITION SUMMARY:

Serves as a clinical team lead by overseeing the day to day clinical services and activities of the Center. Responds to patient calls and provides health education. Serves as a mentor and role model for medical staff by providing ongoing guidance and training.

REQUIREMENTS:

1. Graduate from an accredited school of vocational nursing
2. Current unrestricted Texas LVN/LPN license
3. Experience with EMR/EHR preferred
4. Ability to plan, organize and perform well under stress
5. Bilingual in English and Spanish preferred
6. Sensitive to the needs of the Center's target population
7. Certified in Basic Life Support (BLS)
8. Knowledge of personal computers to include internet/intranet navigations
9. Scheduled hours and/or work locations are subject to change

RESPONSIBILITIES:

Nursing Duties

1. Responsible to coordinate and allocate assignments to ensure clinic flow is optimal. Assists in the coordination of patient care and nursing activities; to include proper documentation of medical history, and vitalization. Ensures that all quality metrics are completed and documented in compliance with the organizations regulatory and accreditation agencies. Participates and prepares for the Centers internal/external audits. Screens and responds to member phone calls, directing to provider as needed. Ability to perform nursing duties in all areas.
2. Provides direct routine patient assessment and treatment, to include clinical/nursing procedures, as required within the scope of practice. Notifies provider as required for non-routine care or other unusual medical circumstance. Schedules urgent visits as appropriate. Processes medication refills per organization policies and procedures. Provides and promotes health education within area of specialty.

Front Desk Duties

3. Performs new patient registration, updates patient information, data entry of demographics, and any other required information. Verifies and activates appropriate patient insurance plan on electronic practice management system.

4. Prepares for next day clinic session to include printing of appointment list, confirming appointments, obtaining current insurance information. Performs patient dismissal to include scheduling of follow up appointments and collects remainder of patient portion of current charges.
5. Provides exceptional customer service internally and externally. Greets each customer with appropriate introduction. Addresses concerns prior to end of interaction. Assists other departments as appropriated.
6. Maintains inventory of medical supplies, immunization and operating supplies. Ensures that all equipment is calibrated, charged, and clean. Responsible for waive testing in accordance to the manufacturer's instructions.

Telehealth Site Presenter Duties

7. Performs chart preparation to facilitate patients being seen for tele-health visits.
8. Collects and enters member information into the appropriate electronic practice management system to initiate member entrance into the Primary Care Medical Home. Documentation is to be concise, thorough, and accurate.
9. Enhances professional growth and development through participation in educational programs. Participates conducts and documents in-service training and workshops for clinical staff.
10. Performs other related duties as assigned.
11. Ensures informed consent is obtained.
12. Respects privacy of patient.
13. Identifies unsafe conditions and intervenes in a timely manner.
14. Responds to all emergency codes and drills and completes appropriate paperwork.
15. Follows Standard precautions by utilizing appropriate Personal Protective Equipment.
16. Demonstrates knowledge of Policies and Procedures for the 7 Environment of Care Plans: (1) Safety and Security; (2) Hazardous Material and Waste; (3) Fire Safety; (4) Medical Equipment; (5) Utilities; (6) Other Physical Environment; and (7) Emergency Management.
17. Enforces environment of Care policies (smoking, hand washing, trash disposal, etc.).
18. Maintains open communication with all team members.
19. Maintains adaptability, supports teamwork and resolves problems.
20. Reads written communication provided on unit (meeting minutes, memos).
21. Follows chain of command with problems and suggestions.
22. Accepts additional assignments willingly; and assists others as required to meet quality service and productivity expectations.
23. Other duties as assigned.

APPLICATION PROCEDURE:

Please submit a completed employment application found at www.caresouth.org/jobs or the HR office, resume, and credentials via email to jobs@caresouth.org or deliver to the HR office. CareSouth is an EOE.

CLOSING: Until filled.