



Position: Clinic Licensed Vocational Nurse (LVN) – Center WEHO
Program: Sexual Health & Education Program
Department: Health & Mental Health Services
Reports to: LVN Supervisor
Salary: \$21.00 per hour
Status: 100%, Full-time; Non-exempt; Union
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Under the direction of the SHEP LVN Supervisor at Center WEHO, the SHEP Clinic LVN will provide routine vocational nursing services and direct patient care with a focus on medication administration for SHEP. This includes collaboration with providers and other departments, and provision of quality patient care in compliance with local, state and federal regulations and accreditation standards.

ESSENTIAL FUNCTIONS:

- 1) Within the scope of license, administer medications to patients and provide patient education regarding medications, diagnosis and prevention with specific regards to STIs;
- 2) Observe patients for any medication side effects or reactions; and document and report to Medical Provider, RN Manager and LVN Supervisor;
- 3) Provide patient referrals, books follow-up appointments when necessary, and assist SHEP Provider and Nursing Management when necessary;
- 4) Follow-up on treatment and adherence activities;
- 5) Maintain complete and accurate files documenting all care, services provided, teaching and medication administration appropriately in the client's health record;
- 6) Contacts and provides the necessary follow-up for all clients who test positive for STIs;
- 7) Document all clients with STIs who miss their treatment appointment; maintain a call record and contact the client to reschedule appointment;
- 8) Assure that examination rooms and treatment room are always properly stocked with equipment, disposable exam materials, etc. and ensure that each exam room is cleaned and set up in the appropriate way before each patient visit;
- 9) Maintain clinical information for all medication treatment and adherence;
- 10) Collaborate with medical and other healthcare providers to plan, organize, and direct treatment and adherence activities including referral to other medical and mental health services;
- 11) Maintain clear communication with team members (i.e., medical provider, nursing staff, case managers, lab staff...) regarding treatment and adherence issues;
- 12) Assist in the Lab as needed;
- 13) Monitor clinic refrigerators and maintain temperature logs; notifies supervisor of any outlying temperatures;
- 14) Assist with continuous improvement of total quality care as it relates to nursing, treatment and adherence;
- 15) Assist in data auditing tasks, prepare reports as required and submit in a timely manner;
- 16) Participate in staff meetings, agency meetings, planning meetings and other meetings as needed;
- 17) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Requires current California LVN License;
- 2) Current AHA CPR certification;
- 3) STI and HIV/AIDS healthcare and treatment/adherence experience preferred;
- 4) Basic knowledge of infectious diseases and state/federal reporting requirements;
- 5) Ability to handle multiple tasks, is detail oriented and maintains strict confidentiality of medical information;
- 6) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 7) Computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems;
- 8) Bilingual (English/Spanish) skills, a plus;
- 9) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 11) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028