



**Position:** Clinical Licensed Vocational Nurse (LVN)  
**Program:** Health and Mental Health Services  
**Reports to:** Assistant Nurse Manager  
**Salary:** \$21.00/hr  
**Status:** On-Call/Relief  
**Probation:** N/A  
**Benefits:** Sick Accruals

---

### **JOB SUMMARY:**

Under the direction of the Assistant Nurse Manager, the Clinical Licensed Vocational Nurse (LVN) will provide routine vocational nursing services. 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. Provide general nursing care for patients;
2. Prepares the EMR prior to each visit, assures that all test results are available for review by the clinician with each visit;
3. Prepares the patient for the clinical visit, including taking vital signs, prepares necessary instruments, equipment, etc as needed for the visit;
4. Perform procedures within the LVN scope of practice including but not limited to medication administration and dressing changes;
5. Perform laboratory functions including processing and venipuncture as prescribed and within the scope of practice of the license;
6. Provides clinical oversight of medication administration performed by medical assistants;
7. Responsible for reporting to the PCP the condition of patient and/or responses to illness/injury/treatments;
8. Maintain clear and concise progress notes, problem lists, and medication lists;
9. Collaborate with medical and other healthcare providers to plan, organize, and direct patient care;
10. Provide health promotion and prevention teaching and provide and reinforce pre-printed and approved educational materials per provider;
11. Interacts and communicates in a professional manner with staff, patients, significant others, and families;
12. Assist patients in accessing other health care community resources;
13. Promote the maintenance of health and prevention of illness;
14. Assist with facilitating continuous improvement of total quality care as it relates to nursing;
15. Participates in staff, planning, in-service, and other meetings as needed;
16. The requirement to comply with OSHA, HIPAA and other applicable regulations;
17. Use standard office machinery including personal computers and printers in performance of duties;
18. Assist in data auditing tasks;
19. Other duties as assigned;

### **JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Requires current California LVN License;
- 2) Requires IV Therapy/Blood Withdrawal Certification for LVNs;
- 3) Current AHA CPR certification;
- 4) Must Pass a Live Scan;
- 5) Excellent verbal and written communication skills;
- 6) Computer skills and knowledge preferred;
- 7) Bilingual (English/Spanish) skills preferred;
- 8) Basic knowledge of infectious diseases;
- 9) Understanding of state/ federal reporting requirements;
- 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) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 12) Have 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](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

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