



# GREATER VALLEY

## HEALTH CENTER

**Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavours.**

<b>It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information, or any other classifications in accordance with federal, state, and local statutes, regulations, and ordinances.</b>			
Job Title	LPN Clinic Nurse		
Wage- dependent on experience		Schedule	M-F
Working hours per week	PT 20		
Reports to	Clinic Manager	Non- Exempt/Exempt	Non- Exempt
<p><b>Job purpose</b> Under supervision of the Health Center Clinic Director, provides clinical support to patients, providers, and support staff to assure efficient utilization of staff, services, and time management. This role will perform work as a licensed practical nurse and provide case management, nursing services, education tasks for clients and staff and may be involved in policy development and adherence as required.</p>			

<b>Knowledge, Skills &amp; Experience</b> <i>(work experience, qualifications, specialist training, key skills, disposition)</i>		
	Requirements	Essential/Desirable
Qualifications	Graduate from an accredited School of Nursing with degree or certificate as a Licensed Practical Nurse. Possession of an unencumbered current license to practice as a Licensed Practical Nurse in the State of Montana.	Essential
Experience	Experience in primary care setting.	Desirable
Knowledge & skills	Working knowledge of nursing practices related to acute and chronic complex medical conditions Knowledge of current medical standards in primary care and family planning. Knowledge of current immunization standards. Knowledge of principles of case management and motivational interviewing. Knowledge of HIPAA confidentiality requirements and practices. Knowledge of OSHA standards in clinical settings. Knowledge of community resources for patient referral. Knowledge of Patient Centered Medical Home	Desirable
Abilities	Ability to communicate effectively orally and in writing. Ability to analyze data.	Essential

	<p>Ability to maintain strict confidentiality of all Health Center matters.</p> <p>Ability to establish and maintain effective working relationships with peers, other agency personnel and the public.</p> <p>Ability to manage clinic flow:</p>	
Special Requirements	<p>Possession of an unencumbered current license to practice as a licensed practical nurse in the State of Montana.</p> <p>BLS for healthcare providers</p>	Essential
Attitude & disposition	<p>Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed above.</p>	Essential

### Main Duties and Responsibilities of the Role

Assist providers and clinical staff in direct patient care to include but not limited to IV starts, immunizations, venepuncture, and other nursing duties as assigned.

Provide client case management and disease specific management services.

Assist in the development, review and revision of policies, procedures.

Policy adherence for laboratory and instrument sterilization.

Coordinate with other clinical staff in ordering of supplies, vaccine, etc.

Provide educational services to patients and staff as needed.

Track and gather data for programs such as Vaccine for Children, Coumadin monitoring and others as directed.

Assist with the development and adherence for Patient Centered Medical Home.

Adherence to HIPAA principals.

### Working Environment *(knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency)*

Work is mainly performed in a clinic setting with some required travel and work in outreach settings including outdoors and at community events. Standing, bending, sitting, lifting required. May be required to drive to other work locations.

### Freedom to Act & Decision Making *(depth of control, supervision received, use of judgement & initiative, analytical ability)*

Work independently to complete tasks; use sound judgment but ask questions if needed; show initiative for work/workflow improvements.

### Communication & Networking *(liaison with others, type and level of communications)*

Clear and detailed communication with patients, patient family members, co-workers, and providers is required.

### Finance/Resource Management *(budgeting, forecasting)*

Use supplies efficiently.

### People Management *(supervisory responsibility, human relations skills)*

NA

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Confirmation Section

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**Employee Signature**

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**Print name**

Date

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**Supervisor Signature**

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**Print name**

Date

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**CEO:**

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**Comments:**