

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Health Programs
Job Description

Job Title: Licensed Practical Nurse (LPN)

Reports to: Director of Nursing

Areas of Responsibility: Function in the LPN role in the provision of health programs.

Major Duties:

1. Play an active role in patient care using the provider led, team-based Patient Centered Medical Home Care Model.
2. Work within the LPN's scope of practice performing skills including, but not limited to; administering medications, administering immunizations, assist with minor procedures, wound care, data collection and reporting, basic lab and sample collection, etc.
3. Care manage chronic diseases in patients by identifying barriers to care and offering information related to specific diseases and initiating referrals for needed in house services (Pharmacist, Chronic Disease Educator, Dietician, Social Worker etc.) to improve patient outcomes.
4. Utilize basic medical knowledge to complete and track referrals, assist with medication refills, answer phone messages and assist in the deliverance of medical advice. Functioning as an integral team member, assist in the provision of care, helping put patients at the center of the health care system, and assist with providing primary care that is "accessible, continuous, comprehensive, evidence-based, family-centered, coordinated, compassionate, and culturally effective."
5. Act as a patient advocate and practice effective patient communication; patient population management, and test tracking as well as support patient care by coordinating services with both community resources and other Community Action Partnership of Western Nebraska (CAPWN) program areas.
6. Maintain a positive and professional attitude, striving to openly communicate with co-workers and patients, breaking down communication barriers when necessary.
7. Assist the medical provider and/or RN in the provision of care, helping patients to receive services in an efficient, effective, and courteous manner.
8. Utilize the Electronic Medical Record (EMR) to assist in the delivery of quality care and to track patient's on-going care.
9. Provide health education pertinent to program areas.
10. Become knowledgeable of community and CAPWN's resources.
11. Work cooperatively with all CAPWN Health Center staff, other agencies and programs, and with all program staff in meeting program goals.
12. Attend staff meetings, trainings, and workshops or classes as requested\required by CAPWN Director of Nursing.
13. Assist with phlebotomy as needed.
14. Honor confidentiality in provision of all services including written and/or oral reports.
15. Promote programs and CAPWN in a positive manner within the Health Center and the community.
16. Participate in ongoing Quality Assurance and Quality Improvement activities.
17. Maintain current Cardiac Pulmonary Resuscitation certification (CPR).

18. Perform other duties as assigned.

Working Conditions:

- Clinic environment 90%, 10% training, meetings, and community interaction.
- Well-lit, temperature-controlled clinical setting, with standard medical and office equipment available.
- Work is frequently stressful and requires meeting tight deadlines.
- Work in a highly volatile program in a state of change with many interruptions and interactions.
- Must be able to work irregular hours, some weekends and evenings and out of town training.
- The noise level in the work environment is above average.

Physical Requirements

- Ability to frequently bend, stoop, twist, stand and walk.
- Manual dexterity sufficient to operate office and medical equipment.
- Must regularly talk, hear and have close vision ability to record and communicate appropriate documents and records.
- Occasionally lifting and carrying up to 25 pounds.
- Physically able to reposition patients and lift arms above shoulder level.

Minimum Qualifications:

Grade: 10

1. Current Nebraska license as a LPN.
2. Current CPR certification.
3. Age 21 or above.
4. Valid Nebraska driver's license with good driving record and insured vehicle.

Grade: 11

1. Meet the minimum qualifications above;
2. LPN-C or LPN with three years of nursing experience preferably in clinical nursing, women's health, public health, or community health nursing.

Grade: 12

1. Meet the minimum qualifications above;
2. Six years of nursing experience preferably in clinical nursing, women's health, public health, or community health nursing.