

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Health Programs
Job Description

Date: October 2017

Salary Grade: 7-9

Exposure Determination Category: 1

Chart: 2 Non-Exempt

Job Title: Licensed Practical Nurse (LPN)

Reports to: Reproductive Health Program Manager

Areas of Responsibility: Provide quality services to Family Planning users ensuring compliance with Federal and State guidelines; educate clients and community on family planning and reproductive health issues.

Major Duties:

1. Perform nursing skills, including, weight, height, blood pressure, and perform veni-punctures and CLIA waived lab procedures.
2. Conduct intake interviews, prepare rooms, and assist provider as needed; document clinic activities
3. Counsel client, provide information and appropriate referrals and follow-up as required; conduct post counseling and documentation.
4. Provide community outreach for reproductive health program through presentations to local community agencies and area schools
5. Provide secretarial skills including but not limited to general clerical duties, complete statistical records, and prepare client charts; stock and maintain an inventory clinic supplies and pamphlets.
6. Daily input data entries into software or manual log; perform coding and billing duties for each encounter; collect payments and post credits for each encounter in Electronic Medical Record (EMR).
7. Be responsible for all payments collected each day; close out all day sheets after charges and credits are posted.
8. Perform pharmacy duties including administering of drugs, including injectables; dispense formulary drugs per Nebraska Pharmacy regulations for Family Planning; assure client's understanding of actions/side effects and directions for taking the medications.
9. Perform maintenance functions as needed for health clinic.
10. Maintain an understanding of and operate under guidelines of Nebraska Department of Health and Human Services, Title X agency policies and procedures; work cooperatively to meet program performance standards, workplace goals and client goals.
11. Provide HIV counseling and referral and other STD testing, counseling and treatment.
12. Submit reports as requested.
13. Assist with training and supervision of unpaid staff.
14. Attend staff meetings and training opportunities as required.
15. Participate in the Performance Measurement and Improvement (PMI) activities.
16. 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, squat, walk and pull drawers.
- 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 30 pounds.

Minimum Qualifications:

Grade: 7

1. Valid Licensed Practical Nurse License.
2. Ability to maintain a current CPR certification.
3. Computer literate in Microsoft Outlook and other programs such as Microsoft Office Word, Excel, and Power Point.
4. Valid driver’s license with good driving record and insured vehicle available at all times.
5. Able to communicate effectively with individuals of diverse ages, abilities, cultures, socioeconomic backgrounds, and sexual orientations.

Grade: 8

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: 9

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.

Approved by Human Resource Director: _____
Signature Date

Approved by Health Program Director: _____
Signature Date