



LA MAESTRA  
COMMUNITY HEALTH CENTERS  
City Heights · El Cajon · National City · Lemon Grove

# La Maestra Community Health Centers

## Job Announcement

### Licensed Vocational Nurse (LVN)

**Starting Pay:** DOE

**Hours of Work:** TBD (Mon-Fri)

**Location:** City Heights

**Status/ Hours:** Full Time/ Non-Exempt

#### **Summary:**

Under the supervision of a Registered nurse or Physician, the Licensed Vocational Nurse performs the designated nursing procedures within the clinic, assists and carries out the physician's orders and executes vital clinical tasks in a professional and efficient manner.

#### **Responsibilities:**

- Moves the patient from the waiting room to an examination room in a timely manner.
- Takes the patient's vitals, documents the results in NextGen and informs the RN or physician of any abnormalities.
- Records the patient's medications and performs medication reconciliation, if applicable.
- Perform and records a hearing and vision test, when necessary, and records in NextGen.
- Records patient complaint, patient complaint details, allergies, smoking status, smoking cessation, family, social, and medical history as part of intake on NextGen.
- Administers standing orders as they pertain to patient concerns.
- Updates immunization records in NextGen, if applicable.
- Scans the necessary lab, x-ray, emergency room forms, or other important documents within the medical chart for the physician to be evaluated during the examination.
- Records all phone calls electronically within NextGen.
- Prepares the patient for a physician examination.
- Prepares needed equipment and supplies within the examination room.
- Checks the examination room for cleanliness.
- Administers and documents treatments, procedures and injections.
- Assists physicians with examinations and treatment procedures
- Translates between the physician and the patient by explaining diets, treatments or special instructions to be followed by the patient. Translations must be verbatim to what has been stated by the physician, unless instructed otherwise.
- Gathers and performs necessary lab, x-ray, immunization, etc., for the patient, as instructed by the physician.
- Collects non-blood specimens such as urine, sputum, and throat swabs for laboratory testing and logs specimen as directed. Ensures specimen requirements are met at the time of collection. *(Depending on specialty)*
- Performs skillfully in an emergency situation, including preparing for an IV administration, being knowledgeable of contents of crash cart and the emergency protocol of clinic and being able to initiate CPR. *(Depending on specialty)*

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### **Responsibilities (Continued)**

- Administers medications by mouth, IM and subcutaneous, as instructed by the physician.
- Performs treatments as ordered by provider and supervised by the RN.
- Explains procedures and treatments to patients to gain cooperation and understanding.
- Prepares equipment and aids Physician during treatment and examination of patients
- Cleans specialty areas to provide back-up coverage and assist as necessary (Pediatrics, OB/GYN). The LVN must be knowledgeable of specialty services, instruments, supplies and equipment.
- Removes all contaminated items in the examination rooms before exiting.
- Soaks instruments as needed in special solutions. (*Depending on specialty*)
- Obtains consent before minor surgical procedures.
- Monitor Patient flow and assign and direct other ancillary personnel as needed
- Assist in the triage process, such as interview, observation, collection of objective and subjective data and present information to RN or physician to determine the priority level given to each patient
- With physician or RN approval, assists in the implementation of the nursing care plan and the assessment of the effectiveness of the nursing interventions.
- With a physician order, the LVN may perform nursing tasks that are within their scope of practice.

### **Clerical Responsibilities:**

- Maintains a clean, safe, and functional nursing station.
- Maintains adequate quantities of patient supplies and forms.
- Calls and/or sends a letter for all no show patients and records the phone call within NextGen.
- Obtains patient's signatures on permission/consent forms.
- Generate referral note in NextGen when referral is ordered by a provider
- Follows-up on the patient's referral appointment, if applicable.
- May rotate or be assigned to other areas in the clinic as needed at the discretion of the clinic coordinator.
- Attends and participate in clinic staff meetings.
- Calls no show appointments and re-schedules the appointment and documents on NextGen
- Case manages patient physicals.
- Other duties as assigned.

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### **Job Requirements:**

**Education:** High School Diploma or GED

**Certification required:** Current California Vocational Nurse license and CPR certification

**Experience:** 1-2 years experience in physician office or hospital setting as a Licensed Vocational Nurse preferred.

**Verbal and Written Skills to perform the job:** Bilingual (English/Spanish) preferred. Familiarity with basic word processing, spreadsheet, and database applications. Accurate keyboarding skills.

**Technical knowledge and skills required to perform the job:** Excellent verbal, written and interpersonal communication skills and the demonstrated ability to work with diverse individuals and groups. Demonstrate high levels of self-initiation and direction. Knowledge of communities we serve. Knowledge and experience working in medical settings and interacting collaboratively with medical teams. Skill in analyzing situations and making timely decisions.

**Physical and Mental Requirements:** Work involves sitting, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. The employee may be required to push, pull, lift, and/or carry up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment** The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Interested Applicants please submit:** Cover Letter and current resume

Human Resources Department

Email: [employment@lamaestra.org](mailto:employment@lamaestra.org)

Fax: 619-269-1291

*La Maestra Community Health Centers is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, national origin, age, sexual orientation, gender, disability or any other legally protected status.*