

ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON, INC. JOB DESCRIPTION

JOB TITLE: Licensed Vocational Nurse, LVN

Reports To: Program Coordinator – PrEP Clinic
Department: Programs

Status: Non-Exempt/Hourly
Date: 2018

SUMMARY: This position is responsible for assisting the provider with patient care. Primary responsibilities will be to check vitals, give injects, give a general analysis of patient issues, provide medication under doctor supervision, follow-up with patients with care. This position uses professional judgment and decision-making skills to connect individuals with HIV Prevention education, PrEP (Pre-Exposure Prophylaxis) education, and linkage into PrEP and support services. This position requires travel.

CORE COMPETENCIES: **Ethical**-Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values. **Leadership**-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others. **Professionalism**-Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. **Initiative**-Volunteers readily; undertake self-development activities; seeks increased responsibilities; takes advantage of opportunities; asks for and offers help when needed. **Interpersonal/Communication Skills**-Focuses on solving the conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to new things; manages difficult or emotional situations; responds timely to client needs; solicits feedback to improve service; meets commitments. **Oral Communication** -Speaks professionally in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings. **Written Communication** -Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information. **Problem-solving**- Identifies and resolves problems in a timely manner; works well in group problem-solving situations; uses reason when dealing with emotional topics. **Judgment**-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains the reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

DUTIES AND TASKS

Planning and Implementation

1. Prioritizes and plans work; uses time efficiently; plans for additional resources; sets goals and objectives.
2. Create position, program, department, and agency plan, as assigned.
3. Utilize position and knowledge to add to the development of case management and group services.
4. Read and implement the agency Strategic, Annual and Departmental plans.
5. Use the calendar to schedule work duties, meetings, and planning activities.
6. Assist with the orientation, preceptoring, and education of new employees/volunteers/interns who rotate through the clinic. (as needed)

Daily Duties

1. Assist the Nurse Practitioner and PrEP Coordinator in assessing and implementing clinical procedures and policies.
2. Provides HIV/STI counseling, testing, linkage and referral (e.g. phlebotomy, rapid testing) as well as Health Education and Risk Reduction to High Risk and/or Persons Living with HIV/AIDS.
3. Provide vital signs, height, weight, pregnancy/breastfeeding status, allergies, medications, risk assessment, and complete CVR.
4. Obtain history (medical, surgical, social, and obstetrical for females).
5. Provide client education (i.e., STI prevention, Truvada, condom use)
6. Administer vaccines and treatment according to standard protocols and provider orders.
7. Exit all clients and ensure PrEP follow-up appointment(s) is scheduled.
8. Ensure family planning or male/female health appointments are referred (as needed).
9. Monthly telephone follow-up calls with documentation in EMR/EHR.

10. Provide ongoing follow-up, basic motivational interviewing and goal setting with clients.
11. Follow-up with assigned clients through phone calls, home visits, and visits to other settings where clients can be found.
12. Assist individuals, families, groups and communities develop their capacity and access to resources, including health insurance, quality care and health information.
13. Work with other clinical, behavioral and supportive service providers assigned to the same client.
14. Assist clients in gaining support from family and friends to stay healthy.
15. Assist clients in completing applications and registration forms.
16. Performs quality management/assurance activities.
17. Document all client care as appropriate in a timely manner.
18. Document an ongoing inventory record of clinic medications and ordering of medications.
19. Evaluate lab results with follow-up of abnormal values, as appropriate.
20. Must be highly available and flexible to work late nights or weekends.
21. Other duties as assigned.

Program Coordination

1. Prepare materials and supplies for program implementation
2. Coordinate client scheduling, follow-ups, prescription fills, and partnership with a PrEP provider
3. Provide clinical support during PrEP clinic hours
4. Maintain pharmaceutical requirements for prescriptions
5. Other duties as assigned

Program Compliance Expectations

1. Implement policies, best practices, guidance, standards to create a framework for effective fundraising
2. Implement department programming and selected service models.
3. Understand and implements program /department organizational development to increase efficacy, better services, and outcomes.
4. Use and ensure the compliance of all protocols as required by funding sources.
5. Complete and submit timely and accurate documentation; financial/program paperwork, forms, letters, surveys, reports, meeting notes, and all other required correspondence, ensuring it is according to departmental standards.
6. Expertise in general office practices and procedures and uses them effectively to streamline work.
7. Report to the program supervisor on the overall successes and issues regarding the program.
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9. Through the Quality Management Program look for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Agency Compliance

1. Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
2. Follow instructions; takes responsibility for own actions; keeps commitments; commits to complete additional work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
3. Read, understand, and follow AFH Policies and Procedures.
4. Maintain appropriate levels of documents regarding files, reports, correspondence, personnel, and financial paperwork.
5. Understand and meet the expected client outcomes.
7. Attend meetings as scheduled.
8. Communicate proactively and professionally with peers and stakeholders through phone and emails.
9. Follow all regulatory requirements for reporting suspected abuse or neglect.

Stakeholder Interactions/Relationships

1. Form professional relationships with all stakeholders - clients, target populations, donors, volunteers, interns, vendors, and community partners.
2. Ability to be culturally and linguistically competent in serving the needs of diverse clientele including but not limited to all racial, minority, and ethnic groups, substance abusers, homeless, gay/lesbian, bi-sexual, transsexual, and transgender populations.
3. Provide professional level presentations to internal and outside groups on homelessness, housing, and HIV and AFH services.

Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback.
3. Act respectfully and supportively towards other team members efforts to meet the mention.
4. Work as a highly cooperative member of the AFH staff and volunteers to accomplish agency and departmental goals.
5. Accept responsibility and willingness to be accountable by not blaming others for work product or issues.

EDUCATION AND/OR EXPERIENCE

Level of Education: Current license from the State of Texas Board of Nursing. Maintain current CPR certification. High School Diploma or equivalent required.

- Knowledge of HIV/STI and related services, Homeless, and Mental Health/Substance Abuse community resources, and working with other communities and/or populations as described within the program.
- Must be comfortable and culturally competent to work with special populations including the Lesbian Gay Bi-sexual Transgender (LGBT) community.

Work Experience: Previous experience as an LVN/LPN in a community health setting preferred. Data entry, report writing, and strong administrative and customer service skills required.

Additional Requirements: NA

Computer Skills: To perform this job successfully, an individual should have basic proficiency in database software; Internet software; Spreadsheet software and Word Processing software. Knowledge and experience in database development and/or data management, preferably in a nonprofit setting.

Language Skills: Ability to read and write at a professional level: to read, analyze, and interpret and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information and interpret information to build useful and required reports or presentations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills: Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to adapt a budget into a tracking form and understands the basics of a budget.

Reasoning Ability: Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during the course of the day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over the telephone and while performing education and outreach duties 100% of the time.
5. Ability to see well enough to use a computer efficiently and read computer reports and correspondence 100% of the time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Print Name

Signature

Date