

Gonzales Healthcare Systems - Job Description

Job Title: RHC Licensed Vocational Nurse		Department: Rural Health Clinics and Surgical Clinic	
Employee Reports To: Clinical Team Leader		Employee Supervises: N/A	
Exempt/Non-exempt Status: Non-Exempt		Employment Status: Full Time	
Employee Signature:		Approval:	
Date:		Date:	
Position Summary			
<p>Sievers Medical Clinic, a rural healthcare provider, is seeking a skilled and compassionate Licensed Vocational Nurse (LVN) to support our medical team in delivering high-quality patient care. The LVN will work closely with providers, including Physicians, Physician Assistants, and Nurse Practitioners, to assist with various clinical and administrative tasks. This role is critical in ensuring smooth clinic operations and maintaining strong patient relationships in a rural setting.</p> <p>The LVN will be responsible for patient assessments, documenting care, and assisting providers with procedures. Additionally, the LVN will facilitate communication with external providers, laboratories, and radiologists on behalf of the clinic. As part of the care team, the LVN must be able to follow both oral and written instructions, maintain a positive attitude, and contribute to a team-oriented environment. Other duties may be assigned as necessary to ensure comprehensive patient care.</p>			
Position Qualification			
Education & Licensure	<ul style="list-style-type: none"> • Graduate of an accredited School of Vocational Nursing. • Licensure as Vocational Nurse in the State of Texas. • Current Basic Life Support certification, preferred. • Certification as a Licensed Vocational Nurse, Medical Assistant, or Phlebotomy preferred. • Current Basic Life Support (BLS) certification, preferred. 		
Experience	<ul style="list-style-type: none"> • Bilingual (English/Spanish) preferred. • Basic Math Skills required. • Effective oral and written communication skills in English. • Knowledgeable in general office computer programs. 		
Physical Requirements	<p>Requires intermittent sitting, extended periods of standing and walking, and frequent bending, stooping, and reaching. Must be able to lift an average of 25 lbs from floor to waist, 50 lbs from a 30-inch-high surface, and 15 lbs overhead. The role also involves pushing and pulling with up to 50 lbs of force when assisting patients or moving equipment. All physical tasks outlined in the discipline's respective practice act are required.</p>		
Technology Requirements			
GHS Information Systems	<p>SOFTWARE:</p> <p>Citrix Cerner Office 365 Chrome OneContent Nextgen Logical Ink Adobe Acrobat Change Healthcare MIndEye Experian Tiger Connect</p> <p>WEBSITES:</p> <p>Brightly Health.edu</p>		

	GDrive UKG Availity Medex Nursing Info. Site ChartSpan RQI
Access Control	
Physical Access	After-hours access will be through the Employee Entrance door of Sievers Medical Clinic. ER Access Laboratory OB Access OR Access Radiology Access Sievers Medical Clinic Gonzales, Waelder, Shiner and Surgical Clinic Standard Employee Access

Section 1. Core Behaviors – All Staff	
A	Organizational Commitment
1	Demonstrates a professional demeanor
2	Is committed to GHS's Mission, Vision, Values
3	Complies with Gonzales Healthcare Systems and departmental Policies
4	Demonstrates commitment to enhancing how GHS is viewed by others
5	Adheres to Attendance & Punctuality Policy
B	Customer Orientation
1	Advocate of the diverse needs & cultural values of ALL
2	Provides attentive service to ALL
3	Demonstrates respect, sensitivity & care in ALL
4	Protects confidentiality and privacy of ALL
5	Adheres to current GHS's Customer Service Standards
C	Performance Focus & Self-Management
1	Organizes & prioritizes work duties
2	Works toward the continuing growth/development of staff
3	Sets & tries to surpass personal & work goals
4	Is aware of one's impact on others
5	Is flexible & adapts positively to new, different or changing situations
6	Asks questions, is informed & acts according to GHS's standards
7	Incorporates the PI plan principles into daily activities
8	Adheres to laws and regulations applicable to job function
D	Team Orientation
1	Acts to work cooperatively with & helps other team members
2	Participates in projects & is a good team player
3	Recognizes and acknowledges others for a job well done
4	Considers coworkers views & recommendations
5	Extends teamwork behaviors to ALL
E.	Interpersonal Communications
1	Effectively communicates with others to create mutual understanding
2	Works to find resolutions to problems
3	Encourages two-way communications
4	Maintains focus on issues rather than personalities
Section 2: Department Specific	
A	Essential Duties & Responsibilities

1	Utilizes the nursing process and rural health clinic resources to deliver patient care and services as directed by the provider.
2	Applies knowledge of disease, illness, and injury in the provision of care.
3	Delivers patient care tailored to neonates, pediatric, adolescent, and geriatric populations, grounded in a thorough understanding of growth and development principles throughout the lifespan.
4	Evaluates and analyzes data regarding the status of neonates, pediatric, adolescent, and geriatric patients to identify their age-specific needs. Provides necessary care in accordance with departmental policies.
5	Administers medications and treatments in accordance with established protocols.
6	Monitors and records response to medications, treatments, and procedures accurately and legibly.
7	Fills medication requests following the medical director's or provider's guidance and discretion.
8	Using standardized teaching tools, counsel's patients in groups or one-to-one basis on topics designated by the Provider.
9	Communicates patient status and any changes to the provider in a timely manner through clear and concise communication and documentation.
10	Documents all services performed for patients in the medical records according to established protocols.
11	Accurately inputs patient charges and diagnoses into the patient's medical record.
12	Returns patient calls in a timely and professional manner.
13	Prepares and cleans exam rooms, assists providers during examinations, and supports the setup of clinic operations.
14	Assists in managing the provider's schedule.
15	Performs clerical duties as needed to support operational efficiency.
16	Submits agency forms and documentation in a timely manner (Immunization, improvement activities, responses to memos, travel reconciliation, supply requests, leave requests, etc.).
17	Carries out clerical duties as required to ensure operational efficiency.
18	Facilitates patient referrals to physicians, dentists, optometrists, and other services as needed.
19	Participates in Community Outreach programs including, but not limited to, Health Fairs, Immunization Clinics, School Clinics, and other services as needed.
20	Actively participates in the health system's quality improvement initiatives.
21	Actively participates in continuing education to maintain licensure and skills.
22	Cross-trained for duties in such areas as EKG administration, Lab, Family Planning, Nurse Educator, Telephone Triage, and in-house Drug Assistance Program.
23	Evaluates and determines patient health status.
24	Contributes to the creation of a safe and effective care environment that promotes the optimal health and dignity of patients.
25	Addresses common inquiries and complaints from patients and regulatory agencies with professionalism and responsiveness.
26	Demonstrates foundational mathematical skills.
27	Performs other duties as assigned by the supervisor.
B	Infection Control Duties and Responsibilities
1	Follows Infection Control guidelines and policies for Gonzales Healthcare Systems.
C	Safety Duties and Responsibilities
1	Follows Safety policies and procedures