



ANAV Tribal Health Clinic

Quartz Valley Indian Reservation

POSITION DESCRIPTION

TITLE: Licensed Vocational Nurse
REPORTS TO: Medical Nurse Supervisor
LOCATION: ANAV Tribal Health Clinic/Quartz Valley Indian Reservation
SUPERVISES:
SALARY: Negotiable, depending on experience
CLASSIFICATION: Full or Part Time, Regular, Exempt, Non-Entry Level

SUMMARY: Shall work under the supervision of the Family Nurse Practitioner to provide primary care to program patients and to provide medical and nursing support services in our community. Shall assist with training of the medical staff and shall provide patient care education. Shall work closely with the Community Health Representative and at times assist with home care using the SOAP format. Shall exhibit team player leadership and become knowledgeable of the ANAV Tribal Health Clinic policies and procedures and attend clinic staff meetings.

RESPONSIBILITIES:

1. At all times practice HIPPA laws and maintain proper working etiquette.
2. Exhibits responsibility for the management of patient care areas, equipment and adequately stocks and cleans exam rooms.
3. Properly assists in the supervision of Medical Assistants by providing help and guidance with procedures when necessary.
4. Is competent in providing medical and nursing support services, ex; assessment, patient education, laboratory services, phlebotomy, medication administration, therapeutic services, emergency care and triage.
5. Shall efficiently follow guidelines for reporting as required by Federal, State, local and Tribal regulation or laws.
6. Routine duties shall include providing medical services, and other community locations within the ANAV Tribal Health Clinic's service area.
7. Shall be available local and out of the area travel as required for job related training and shall attend all required meetings and functions as requested.
8. Is courteous in accepting other job duties as deemed necessary by direct supervisors or Health Administration.
9. Efficiently maintains logs on referrals, medications, lab test, equipment calibration and maintenance.
10. Displays age-specific competence working with:
 - Infants
 - Toddlers
 - Preschool
 - School Age
 - Adolescents

- Early Adult
- Young Adult
- Middle Adult
- Geriatric
- Women's Wellness

QUALIFICATIONS:

- 1 Graduate of an accredited nursing school
2. Valid California LVN license
3. Valid California Driver's License and current auto insurance
4. Two year prior nursing experience
5. Possess in-depth knowledge of nursing skills, and care within scope of LVN License.
6. Ability to be a good listener and teacher, as well as showing diplomacy in dealing with other persons.
7. Ability to deal effectively under
8. Must adhere to confidentiality and HIPAA policies.
9. Must successfully pass a pre-employment drug screening test and be lling to submit to a criminal background check.
10. Other duties as assigned by the Family Nurse Practitioner.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functional.

Acknowledgement: The ATHC is an Equal Opportunity Employer. We encourage applicants from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, or any other protected class, political affiliation, or belief.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

To apply, submit application and resume to: QVIR/Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032. Fax: (530) 468-4478. Applications may be obtained by contacting: Health Administration (530) 468-4470.

I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel

I might need to allow me to perform these functions. I agree to abide by all administrative and medical/dental policies and protocols of the Health Clinic.

Signature

Date

Approved: _____

Health Board Chairman

Date