



SUSANVILLE INDIAN RANCHERIA
Lassen Indian Health Center
795 Joaquin Street
Susanville, CA 96130

POSITION DESCRIPTION

Position: LVN/Immunization Coordinator
Date of announcement: March 25, 2016
Closing date: April 7, 2016
Hours: Full Time
Salary: \$23.29 - \$26.00/hr - DOE

GENERAL STATEMENT OF RESPONSIBILITY:

The purpose of this position is to provide nursing support for the Physician/Medical Director. The Clinic LVN/Immunization Coordinator is responsible for maintaining supplies and equipment as well as operating medical diagnostic equipment including TeleMedicine machine. Patient/Participant assessment, education and advocacy are the corner stones of this position.

SPECIFIC RESPONSIBILITIES:

1. Presents self as a professional in a positive, warm manner. 2. Must maintain and update various medical forms, logs, immunization sheets, drug logs, surveillance sheets, flow sheets, etc.
3. Will participate in department and facility Quality Management Improvement.4. Assist Providers and/or RN with patients by performing duties within licensure/certification limits.
5. Operates, maintains laboratory equipment and supplies through ordering or delegating through training of systems.
6. Knowledge of prioritizing walk-ins and adding to the daily schedule.
7. Abides by all dictates of Universal Precautions, as related to staff, patients and clinic.
8. Maintains patient tracking mechanisms with ensuring HIPAA guidelines are enforced.
9. Knowledgeable of CAIR the statewide immunization registry and VFC Vaccines for children, completing inventory, ordering vaccines, completing annual site visit and recertification, completing various reports to include quarterly NIRS and patient letters .

10. Daily review of providers schedule to include requesting patient data from outside facilities.
11. Multiple daily calls and faxes related to patient care to include pharmacy clarification with provider's assistance.
12. Inventory and ordering of in-house medications and supplies.
13. Assisting RN/Clinic Manager with diabetic grant and GRPA reports. This includes assisting with the following: discussion with allocation of grant funds, suggestions on upcoming grant language or programming, diabetic dinners and patient education. Various report that would assist in QMI and program development.

QUALIFICATIONS:

1. Must be a California Licensed Vocational Nurse in good standing with the State.
2. Must be able to relate to Native Americans.
3. Previous medical clinic experience preferred.
4. Preference will be given to Native Americans (42 CFR 36.221)