

MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)

JOB TITLE:	Clinical Nurse (LVN)
CLASSIFICATION:	Salaried Non-Exempt
LOCATION:	MEHOP Clinic, Wharton, TX
REPORTS TO:	MEHOP Director of Nursing

JOB SUMMARY: The MEHOP Clinical Nurse (LVN) provides a wide variety of patient care activities and accommodative services according to the standards of nursing care while demonstrating a positive and constructive attitude towards the MEHOP Wharton Clinic, its philosophy and its mission.

JOB DUTES AND RESPONSIBILITIES:

- Greets and directs all patients in an efficient flow throughout the clinic services.
- Initiates assessments and implementation of nursing diagnoses including plans of care and evaluation of treatment by using nursing protocols.
- Performs lab work and collects specimens as needed.
- Maintains inventory of medical supplies and client health education materials.
- Develops phone and fax communication with other health care providers, pharmacies, labs and/or community resources.
- Administers medications as directed & updates client's medication record.
- Maintain medical supplies and keeps an accurate inventory.
- Transcribes physician and nurse practitioner orders.
- Promotes and participates in care team.
- Assists in developing and updating nursing procedures and participates on various committees.
- Maintains chart organization and accurate medical records.
- Communicates effectively with other members of the clinical staff.
- Performs other related duties as assigned.
- Adheres to the policies and procedures of MEHOP.
- Promotes and participates in Care Team.

JOB REQUIREMENTS AND EDUCATION:

- Successfully completed training and licensures as a Licensed Vocational Nurse in the State of Texas and has current CPR certification.
- Communicates with patients in a caring, professional manner.
- Bi-lingual desirable.
- Possesses good organizational skills and is self directed.
- Has computer skills and an understanding of Electronic Medical Records; preferably Athena..
- Ability to communicate and relate to people at all levels in the organization.
- Ability to respond effectively to inquiries about MEHOP's services.
- Demonstrates flexibility and emotional control in handling difficult or stressful situation.
- In addition to clinical nursing skills, problem-solving abilities and positive interpersonal communication skills are essential.
- Must be able to lift, bend, kneel, reach, push and pull loads. Able to stand for long periods of time. Must be able to tolerate rapid fluctuations in workload.

BENEFITS: Health and life insurance, paid holidays, sick days.

SALARY: Commensurate with experience.