

## MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)

<b>JOB TITLE:</b>	Licensed Vocational Nurse
<b>CLASSIFICATION:</b>	Hourly
<b>LOCATION:</b>	MEHOP Behavioral Health, Bay City, TX
<b>REPORTS TO:</b>	MEHOP Director of Nursing

**JOB SUMMARY:** The MEHOP Behavioral Health LVN assists MEHOP providers and nurses in examining and treating patients in addition to performing administrative duties in order to keep operations running smoothly and efficiently.

### **JOB DUTES AND RESPONSIBILITIES:**

- Greets and directs all patients in an efficient flow throughout the clinic services.
- Checks each patient's height, weight, temperature and blood pressure
- May perform lab work and collects specimens as needed
- Administers injections, applies bandages and medications as directed
- Assists in maintaining 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
- Updates client's medication record
- Maintains chart organization and accurate medical records
- Demonstrates a positive and constructive attitude towards the MEHOP BH Clinic, it's philosophy and mission.
- Transcribes physician and nurse practitioner orders
- 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. Including all BH Providers
- 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.  
2 years Behavioral Health Experience preferred
- 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 medical computer systems.
- 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.