

LAC VIEUX DESERT HEALTH CENTER

HUMAN RESOURCES

P.O. Box 9, N5241 US HWY 45 Watersmeet, MI. 49969
Phone: 906-358-4587 Fax: 906-358-4118



JOB VACANCY

POSTED: 3/12/2020 UNTIL 3/26/2020

POSITION: **LPN OR CMA**

DEPARTMENT: **Lac Vieux Desert Health Center**

LOCATION: **Watersmeet, MI**

SUPERVISOR: **Clinical Nurse Manager**

EMPLOYMENT: **Full time**

SALARY/PAY RATE: **15.38 – 19.22 per hour**

DESCRIPTION:

A Licensed Practical Nurse, or Certified Medical Assistant, provides direct nursing care under the supervision of a registered nurse or physician. The LPN / CMA shall work closely with the provider and is responsible for supporting and assisting in the delivery of comprehensive health care and patient care management.

RESPONSIBILITIES:

- Greets patients and prepares them for provider exam. Assists patients with transfers to and from exam tables, procedure tables, and scales utilizing body mechanics and safety measures.
- Collects and records patient information and data. Obtains additional data based on initial data collection.
- Performs chart review prior to clinic visit to obtain historical data.
- Obtains and records height, weight, vital signs and medical history.
- Reports findings to practitioner.

- Explains treatment procedures to patients.
- Instructs patients in collection of samples and tests, prepares laboratory specimens.
- Prepares equipment and assists provider during treatment, examination, and testing of patients.
- Operates clinical equipment according to equipment procedures.
- Prepares and administers medical and vaccinations as directed.
- Changes dressings on wounds.
- Monitors patient status recognizing and reporting abnormal findings or changes in condition.
- Provides appropriate patient education, health information materials and community resource lists as directed. Identifies patient's need for additional information and communicates to provider.
- Maintains and uses principles of aseptic techniques and infection control when performing clinical duties and tasks.
- Ensures that soiled linens, sharps containers and potentially infectious waste are appropriately disposed and removed from the clinic and exam area according to infection control guidelines.
- Maintains timely and efficient flow of patients during the clinical day, notifies patients of wait time if delayed.
- Notifies patients of diagnostic test results in a timely fashion, as instructed by primary care provider.
- Schedules medical procedures, appointments with specialty providers.
- Obtains prior authorizations as needed.
- Assists with ordering, stocking, and maintaining exam rooms and clinic areas with standard levels of supplies, medications, linens, forms, equipment, etc.
- Cleans/sterilizes medical instruments and equipment per protocols.
- Takes electrocardiogram.
- Assures cleanliness of examination rooms according to OSHA standards.
- Takes accurate telephone messages and provides appropriate follow up.
- Assists with notifying patients of special follow up, reminder letters for tests, injections, etc.
- Assists with scheduling patients appropriately.
- Ability to obtain blood specimens by performing venipunctures and finger sticks.
- Completes referrals, work/school excuses, etc. as directed by provider.
- Uses E.H.R. continually throughout the day. Monitors and completes tasks in a timely manner.
- Assists provider with medication orders/refills as directed.
- Assists in keeping provider on schedule.
- Performs basic CLIA waived laboratory tests.
- Must have the ability to establish and maintain effective working relationships with patients, employees and the public.
- Work independently and be able to adjust pace, organize daily activities and scheduled, and accept responsibility for problems as they arise.
- Have the ability to react calmly and effectively in emergency situations.
- Must be able to maintain a calm, courteous manner in an often demanding and stressful environment.

- Any other duties as assigned.

QUALIFICATIONS:

- Current active license as Licensed Practical Nurse in Michigan or current Certified Medical Assistant certification.
- One-year medical experience in a physician's office or equivalent combination of training and experience preferred. Will train a highly motivated new graduate.
- Current BCLS certification.
- Previous experience with Electronic Medical Record.
- Demonstrates ability to work effectively within teams and within a dynamic work environment.
- Interest and desire to work within a Native American community.

WORKING CONDITIONS/HAZARDS:

- Fast paced ambulatory clinic environment.
- Potential for daily exposure to blood and bodily fluids, communicable diseases, and chemicals.

PHYSICAL REQUIREMENTS:

- Must be able to stand for extended periods of time; push, pull, and reach; occasional bending, stooping, stretching, lifting and carrying.
- Have a full range of body motion, including handling and lifting of patients.
- Must be able to work at computer for extended periods of time.
- Must be able to lift at least 50 lbs. with no restrictions.
- Have a normal range of hearing and eyesight, color vision.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: July 21, 2014