



## Metro Community Health Center



### **Licensed Practical Nurse**

**Metro Community Health Center extends great benefits to our eligible employees.**

**MCHC current benefits are:**

- MCHC pays 100% of the employee premium for UPMC Platinum Small Business Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 11 paid holidays
- 401k with a 4% match

### **POSITION SUMMARY**

This is a one year grant funded position and might exist after the year. This candidate must be responsible for the delivery of quality healthcare for clients of Metro Community Health Center and the surrounding community. This position will be responsible for developing relationships with community partners in the surrounding area. Travel will be required. Primary duties include providing a complete health history and accurately determining client's medical condition. In cooperation with the medical provider, promotes, maintains, and restores the well-being of the patient in a professional manner. Coordinates referrals to other health and social agencies; establishing and maintaining cooperative relationships with clients, families, providers, and coworkers. Maintains an awareness of medical equipment and supplies in a cost effective and safe manner.

### **ESSENTIAL FUNCTIONS:**

- Search for opportunities and to organize, promote, and host educational/outreach events, with an emphasis on chronic disease management and reaching vulnerable population groups
- This is a one year grant funded position and might exist after the year.
- Assist in the operating and planning of immunization clinics
- Assist staff during Mobile Clinic operations by performing standard clinic duties, as well as patient education
- Assumes responsibility for acquiring and documenting a complete health history by utilizing interviewing and assessment skills.

- Performs in-house testing following established standards and policies.
- Speaking to members about plan specific programs to support their health and wellbeing.
- Demonstrates a basic knowledge of pathology, treatment, and implications for patient education.
- Demonstrates ability to set priorities based on nursing assessment and displays strong organizational skills.
- In cooperation with the provider, promotes, maintains and/or restores the wellbeing of the client in professional manner.
- Facilitates patient flow by assisting providers.
- Including but not limited to; requests for lab results, inquiries regarding current condition, chief complaint, and determines the need for a visit or a request to speak with the provider.
- Coordinates and document referrals to physicians and other medical or social agencies.
- Consistently provides and documents health education for client/family and follow up based on individual needs assessment.
- Maintains an awareness of medical equipment and supplies in a cost effective, safe manner.
- Adheres to Metro Community Health Center, JCAHO, and OSHA policies related to infection control practices.
- Collects specimens to assist in diagnosis determination, including but not limited to, venous blood draw, sputum, urine, stool, etc.
- Maintain appropriate documentation, quality control testing, and practices in compliance with the Metro Community Health Centers care plan.
- Maintains an awareness of differences in insurance plans and how this impacts patient care.
- Maintains current knowledge of nursing practice issues consistent with scope and licensure.
- Float as needed to Metro Community Health Center sites to cover nursing.
- Perform other job-related duties as assigned.

## **Requirements**

### **Skills/Abilities**

- GED or high school diploma required.
- This is a one year grant funded position and might exist after the year.
- Current and valid Pennsylvania LPN license and CPR certification required.
- Ability to use computers and Windows based software to enter data and develop reports as needed.
- Must be responsible, precise, and organized.
- Knowledge of medical terminology required.
- Valid driver's license from incumbent's state of residence and reliable transportation.
- Travel throughout the assigned service area
- Able to work a flexible schedule to include weekends, evenings, and special events.

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**\*\*\*All candidates applying will need to be vaccinated for COVID and show proof of receiving the COVID vaccine before being interview and hired. \*\*\***