



POSITION DESCRIPTION

Position title:	LVN- Licensed Vocation Nurse
Candidate:	Vacant
Department:	Free Clinics
Supervisor:	Medical Director/Associate Director(s)
FLSA:	Full-time/Non-Exempt
Salary:	\$70K
Effective date:	ASAP

OUR IMPACT

For over 45 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

YOUR IMPACT

The Licensed Vocation Nurse (LVN) is responsible for providing nursing support to clients at the Pacific Emergency Shelter and Samaritan House Free Clinics. Pacific Emergency Shelter is a non-congregate shelter site serving unhoused residents in the community. Under the general supervision of the Medical Director, the LVN will need to have the skills to practice up to the capacity of the LVN scope in California, including medication and immunization administration, drawing blood, and starting intravenous fluids, in addition to general nursing care.

Position requires a candidate with excellent organizational and communications skills. Candidate must have a strong commitment to the delivery of free, open minded, quality health care to underserved communities and must be able to operate within the philosophies and strategic objectives of Samaritan House. Bilingual proficiency in English and Spanish is very helpful.

JOB REQUIREMENTS

Please note our preferred and in some cases required qualifications for this position:

REQUIRED Education and certifications to be presented at time of hire–

- Graduate from an accredited vocational school of nursing or equivalent.
- Current Licensed Vocational Nurse licensure from the State of California.
- Basic Life Support Certification – BLS
- Current California Blood Withdrawal certification OR Certified Phlebotomy Technician Level I - CPT I desired by not required

REQUIRED Experience- Minimum 1 year of experience in the following:

- Licensed Vocational Nursing Experience
- Direct patient care experience within the past five years

Other Skills and Expertise -

- Bilingual and Bicultural English and Spanish is highly desired; at a minimum, basic medical Spanish required.
- Knowledge of social and economic problems pertaining to low-income, culturally diverse and underserved populations.
- Superior written and verbal communication skills.

- Excellent interpersonal and relationship building skills. Ability to work effectively, maintain, and cultivate relationships with Agency constituents of diverse backgrounds including but not limited to partnering agencies, medical/health care professionals, staff, volunteers, donors and patients. Must be able to work independently and collaboratively within teams. Excellent customer service skills.
- Excellent Computer Proficiency: Experience with Microsoft Office Suite, PrimeSuite and or other electronic health record systems. Ability to quickly learn computer programs, applications and databases. Knowledgeable with use telecommunication applications as assigned- Zoom, Skype, FB Messenger etc.
- High level of ethics, integrity, compassion and transparency in all interactions and conducting of business.
- Demonstrated ability to exercise appropriate and sound judgment with tact and diplomacy both under normal and stressful situations.
- Excellent analytical skills, strong organizational, and time management skills, strong and effective multitasking skills. Accuracy and attention to detail is important as well as flexibility to meet the evolving needs of the department in a fast-paced work environment.
- Strong leadership skills with a mature sense of priorities and solid practical experience. Adaptable, collaborate and compassionate management style. Excellent emotional intelligence skills.
- Excellent ability to deliver solutions-based approach to problem solving in a timely manner. Creative thinker with high energy, initiative and enthusiasm.
- Positive and resilient attitude with ability to maintain grace under pressure, excel and contribute to a collegial and friendly working environment. Ability to function as a team player who promotes the concepts of collaborate work in all areas with a sense of humor and a cooperative spirit.
- Strong ability to maintain confidentiality and maintain appropriate professional boundaries with constituents.
- Ability to meet deadlines and complete all work in a timely manner.
- Ability to follow Agency Policies and organize required activities according to Samaritan House policies, procedures and best practices which include any related medical field, federal, state, or local agency requirement.
- Ability to work flexible schedules, including evenings, holidays and/or weekends as needed.
- Ability to independently travel to agency locations- must have dependable transportation with insurance, and a clean driving record.

WORK ENVIRONMENT/PHYSICAL ACTIVITIES/BENEFITS

Candidate must have the physical, visual, and auditory ability to perform the essential functions of the job and to respond to emergencies with or without reasonable accommodations. Reference checks and background checks will be performed prior to and at commencement of employment. Candidate must be able to work in a clinic environment with occasional-to-regular interruptions. Activities may include but are not limited to: repetitive hand/arm motion (computer work), extended periods of standing and/or sitting at a computer workstation, regular travel, occasional bending, pulling, pushing, reaching, lifting, and carrying up to 25 pounds. This position will require the usage of a mobile device or other assigned equipment, which will be provided.

Samaritan House requires all candidates to be fully vaccinated (including any mandated boosters) as a condition of employment and to receive a job offer. During the pandemic some positions will work remote, hybrid or onsite-This position is onsite. While on site all employees regardless of vaccination status are required to wear masks and social distance and abide by the Agency's Covid Protection Policies.

BENEFITS INCLUDE: Health, Dental, Vision, Life/LTD, EAP, 403(B) Retirement Match, 22 Days first year PTO, 9 Paid Holidays, Pet Insurance, AFLAC.

ESSENTIAL FUNCTIONS OF THE POSITION

A. ADMINISTRATIVE FUNCTIONS

- Documents and reports observations, clinical findings, problems, skilled interventions, goals and discharge plans in accordance with clinic standards.
- Assist with reporting as directed

B. PATIENT CARE

- Assist in the completion of client assessments and services plans.
- Participate in planning and executing patient care interventions in accordance with the care plan or treatment plan prepared by practitioners, including explaining self-care treatments to the client

- Contribute to the evaluation of individualized interventions related to the care or treatment plan and perform follow-up treatments as requested
- Assist in supervising the medication program, activity in medication room and assisting the clients with self-administration of their medication
- Administer immunizations by various means, including intramuscular and subcutaneous routes, under order of a physician or advanced care provider, according to established standardized procedures
- Perform phlebotomy (infrequent)
- Start and superimpose intravenous lines and fluids (infrequent)
- Perform general nursing duties, which may include but are not limited to: taking and recording weight, height, BMI, temperature, pulse, respiration and blood pressure; checking blood glucose with glucometer; performing CLIA-waived in-office procedures; obtaining electrocardiograms; changing dressings using aseptic techniques; triage patients to determine nature and urgency of request

C. EDUCATION, INFORMATION AND COMMUNICATION

- Communicate with the site manager, physician and other members of the care team, informing them of significant changes in the patient's condition and needs. Document these communications.
- Perform outreach to and management of patients based on risk-assessment
- Teach and counsel clients on a variety of health-related subjects.
- Promote a learning culture within the agency sites by educating, informing and communicating effectively with physicians, ancillary volunteers, staff, and the public.
- Participate in health-related community events.

D. OTHER DUTIES AND RESPONSIBILITIES

- Understand the broader Samaritan House Agency and Mission outside of the clinics and how programs and services may inter-relate.
- Ensure excellent client service at all levels. Demonstrate a caring and helpful attitude when interacting with patients, vendors, volunteers and fellow employees.
- Support, assist and attend general Agency events, activities and functions.
- Report all incidents or on the job injuries immediately. Complete necessary incident report forms.
- All work/business to be performed with appropriate professional boundaries, excellent ethics/integrity and in good faith.
- Assist with the maintenance of a safe work environment for all and report any incident or COVID violations immediately or no later than 24 hours.
- Flexible work schedule, occasional weekends and holidays may be required.
- Attend any assigned trainings, events or meetings. Represent Samaritan House professionally and successfully to any external contacts/constituents.
- Perform other duties as directed.

HOW TO APPLY

Samaritan House is an equal opportunity employer. Interested candidates will be required to submit a cover letter and resume to:

Samaritan House
 Director of Human Resources
 4031 Pacific Blvd. San Mateo, CA 94403
 hr@samaritanhousesanmateo.com
 FAX: (650) 294-4336

No phone calls, please! Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.

If applicant is a referral please include the name of the referral contact in your cover letter.