Position: Licensed Vocational Nurse (LVN) - PrEP
Program: Sexual Health & Education Program (SHEP)
Department: Health and Mental Health Services
Reports to: LVN Supervisor SHEP Center WEHO
Compensation: $27.72/hr.
Status: 100%, Full-time; Non-exempt; Union
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY:
Under the direction of the LVN Supervisor at Center WEHO, the SHEP PrEP LVN will provide routine vocational nursing services and direct patient care with a focus on PrEP services. This includes collaboration with providers and other departments, and provision of quality patient care in compliance with local, state and federal regulations and accreditation standards.

ESSENTIAL FUNCTIONS:
1) Provide skilled nursing care to STD patients in a clinical setting at the Center WeHo and the STD Clinic if primary STD LVN is out of the office; monitor and respond to patient portal messages to provider.
2) Assist in the coordination of patient flow through the STD clinic in order to maximize the time of service providers; triage and send patients to provider/nursing as appropriate, room and vital patients as needed.
3) Contact all clients, including those tested at offsite locations and clients testing during clinic hours regarding positive STD test results; disclose results and make appointments, respond to patient inquiries regarding lab results by phone, email or patient portal;
4) Follow up calls to Pharmacy if electronic submission is not received, call in verbal orders, call in prescriptions needing verbal order, check faxed refill requests, print and take to provider to sign and fax back. Assist with prior authorization. Respond to patient questions about refills and pharmacy requests, includes patients accessing prescriptions through PAP;
5) Before each clinic session, stock and set up exam room; Monitor refrigerators. Prepare equipment for procedures/treatments;
6) During STD Clinic, administer medications to clients within scope of practice of the license, provide patient education regarding medications, diagnosis and prevention with specific regards to STDs, provide patient referrals, book follow-up appointments when necessary, and assist provider when necessary;
7) Document medications administered; Observe patients, document and reports any medication side effects;
8) Assist physicians and mid-level providers in performing specialized procedures;
9) Assist in lab as needed; oversee PREP Medical assistant and duties performed;
10) Administer vaccines. Complete necessary documentation regarding vaccinations;
11) Collaborate with staff on literature and other written information;
12) Attend offsite testing efforts at festivals and health fairs;
13) Participate in quarterly provider meetings and other meetings as needed;
14) Oversee PREP Medical assistant and duties performed;
15) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:
1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people.
2) A passion for the Center’s work and its mission to make the world a better place for LGBT people;
3) Current CPR certification;
4) Minimum two years medical/nursing experience;
5) Minimum of one year experience in an administrative assistant/program assistant capacity; or related administrative experience;
6) Possess current documentation of board approved IV certification (LVN II status);
7) Bilingual (English/Spanish) skills preferred;
8) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
9) Excellent computer skills including word processing, database operations and other software systems;
10) Thorough knowledge of STDs, basic knowledge of HIV;
11) Ability to use good judgment in an emergency situation.
12) Requires current California LVN License;
13) Current AHA CPR certification.
14) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit a cover letter with application/resume to:
Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.