



**Position:** Clinic Licensed Vocational Nurse (LVN) –Center WeHo  
**Program:** Nursing  
**Department:** Health Services  
**Reports to:** LVN Supervisor  
**Salary:** \$27.72 per hour  
**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

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### **JOB SUMMARY:**

Under the direction of the LVN Supervisor, the Licensed Vocational Nurse (LVN) – Medication Nurse will provide routine vocational nursing services with a focus on medication administration and assist in responsibility for the PrEP Program. 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 ongoing treatment and adherence education to patients;
- 2) Follow-up on treatment and adherence activities;
- 3) Responsible for treatment of STI's and the reporting of STI's as required by law;
- 4) Maintain clinical information for all medication treatment and adherence;
- 5) Collaborate with medical and other healthcare providers to plan, organize, and direct treatment and adherence activities including referral to other medical and mental health services;
- 6) Assist with treatment-based research activities;
- 7) Maintain clear communication with team members (i.e., primary care provider, nursing staff, case managers and lab staff) regarding treatment and adherence issues;
- 8) Assist with continuous improvement of total quality care as it relates to nursing, treatment and adherence;
- 9) Maintain complete and accurate files on all clients and document services provided;
- 10) Maintain clear and concise progress notes, problem lists, and medication lists;
- 11) Prepare reports as required and submit in a timely manner;
- 12) Under the LVN Supervisor's direction, the LVN will provide general nursing care as prescribed within the scope of the license which includes, but not limited to: Measuring vital signs, EKGs, etc., Distributing oral medications; and Administering injections, treatments and other medical procedures;
- 13) Participate in staff meetings, planning meetings and other meetings as needed;
- 14) Attend employer-sponsored in-services as directed;
- 15) Other duties as assigned;

### **JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) HIV/AIDS and STI healthcare and treatment/adherence experience preferred;
- 4) Requires current California LVN License;
- 5) Current AHA CPR certification;
- 6) Basic knowledge of infectious diseases and state/federal reporting requirements;
- 7) Ability to handle multiple tasks, is detail oriented and maintains strict confidentiality of medical information.
- 8) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 9) Computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems;
- 10) Bilingual (English/Spanish) skills preferred;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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**E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)**

**Or submit 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.