

NOTICE OF POSITION OPENING

JOB TITLE: LVN/CMA

HOURS M-F: 8:00 AM – 5:00 PM

SUPERVISOR: Director of Nursing

SALARY Commensurate with Experience

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: assist provider with initial patient assessments, vital signs, medical procedures, implementation and documentation of care. In conjunction with provider orders, administer medication to patients, including oral, IM, IV, sub-q and intradermal, assessing and documenting effects, provide oral and written provide oral and written education to patients in disease processes, medication, intervention and treatment implementation. Contact patients who did not keep vital recheck appointments. Fax needed records to specialists and document in the medical record when faxed and to what phone number, responsible for all messages in computer in-basket.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Diploma from an Accredited Program of Nursing or Certificate of Completion from Accredited Program of Clinical Medical Assistant Training Program, current state license or current certification, current CPR certification

REQUIRED EXPERIENCE OR SKILLS: Exceptional teaching, communication and customer service skills. Spanish fluency preferred.