



# Community Action Committee of Pike County

## LPN Float

**Position Overview:** Early Childhood Programs Division of CAC. Shall assist other teaching staff in the education, safety, and well-being of children enrolled in the Early Childhood Programs.

**Qualifications:**

- Center Based Child Development Associate (CDA) credential or qualifying degree, or
- 640 hours' experience working with children in a center based setting and high school diploma or GED or, High School diploma or GED.

**Preference:**

- Preference given to candidates with early childhood college courses or degree based on number of credit hours or level of degree.
- Preference given based on length of experience working with children under the age of six.

Preference given to applicant with Commercial Driver's License (CDL) or willing to complete CDL pre-service training and obtain certification within one (1) year from hire date. Must be at least 21 years of age and be insurable under agency insurance policy to drive agency vehicles with clients.

**Requirements:**

- Ability to lift 40 pounds, stoop and bend to speak with children at their level.
- Must possess audio and visual skills to care for young children.
- Complete all ODJFS/ODE licensing and HSPPS requirements for staff files as documented on prescribed forms including: physical exam and/or T-8(V) exam; updated immunizations; three references; permission to obtain a copy of a BCI and FBI background check; 15 hours related training per year; and Communicable Disease, CPR, First Aid, and Child Abuse Prevention Training.
- Valid Ohio Driver's License, reliable transportation, up-to-date proof of insurance and be insurable under the agency's insurance policy.

### **Deadline: March 18, 2019**

**Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available at [www.pikecac.org](http://www.pikecac.org) and at our office in Piketon.**

*The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.*

**The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.**

Job Title:	Licensed Practical Nurse-LPN	Department:	Valley View Health Center
Job Level:	11	Hours:	40 Hours Weekly
Supervisor:	Director of Nursing	FLSA:	Non-Exempt
FTCA Status:	W2-OLCP		
Human Resources Director's Signature: _____		Date: _____	
Employee Signature: _____		Date: _____	
Employee Printed Name: _____			
		September, 2017	

**Position Overview:**

Valley View Health Centers (VVHC) is a division of the Community Action Committee of Pike County. This position provides both clinical and administrative support to the providers of VVHC by increasing access to affordable, high quality integrated health care for all.

**Qualifications:**

- High School Diploma
- Licensed Practical Nurse (LPN) with pharmacology in the state of Ohio.
- Demonstrated clinical competency

**Preference:**

- Prior experience in primary health care services.

**Direct Patient Contact Requirements:**

- Primary Source verification of licensure, registration, or certification.
- Primary Source verification of education and training.
- Completion of a query of the National Practitioner’s Data Bank (NPDB).
- Completion of a query of the Office of Inspector General (OIG)
- Verification of Health Fitness, including physical and mental health status and any impairments that may interfere with the safe and effective provision of care permitted under the requested clinical privileges of this position.
- Three (3) professional letters of recommendation.
- Current BLS/CPR certification.
- Proof of annual PPD (TB) test.
- Proof of Hepatitis B immunity, including a copy of shot record showing the Hep B series.
- Proof of most recent influenza vaccine.
- Standards of Conduct and Conflict of Interest self-declaration.
- Annual blood borne pathogen training.
- Annual HIPAA training.

**Additional Requirements:**

- Current valid driver's license.
- Proof of automobile insurance.
- Insurable under agency policy.
- Reliable transportation.
- Compliance with VVHC’s Employee Uniform/Attire

**Physical, Mental and Visual Abilities Required:**

- While performing the duties of this job, the employee is regularly to sit; use hand to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl.
- The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

- Work requires the ability to exchange information on factual matters, communicate in a variety of manners with patients and staff, and explain policies of the centers.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Essential Job Functions:**

- Works 40 hours clinically as part of a clinical care team and works independently under physician's orders and interdependently with the physician/nurse practitioners.
- Perform phone and clinical triage services, as assigned, using independent reasoning skills.
- Perform intake functions on all health center patient that include at least a blood pressure, height, weight, pulse, and temperature.
- Responsible for performing laboratory tests, dipstick urinalysis, blood glucose, and hemoglobin measurement.
- Perform other functions such as phlebotomy (venipuncture) and administering injections.
- Responsible for filing laboratory results in all patient charts on the appropriate forms on a daily basis.
- Responsible for responding to patient inquiries regarding laboratory results as directed by the physician and/or nurse practitioner.
- Responsible, upon request of center affiliated physicians/nurse practitioners for staging treatment areas and assisting physicians/nurse practitioners in performance of patient examinations/treatment.
- Responsible for documentation in the medical record of all procedures, tests, diagnosis, treatment, and referrals made in conjunctions with the activities listed above. This is to be done in accordance with the client policies and procedures and standard medical practice
- Responsible for establishing a safe work environment and ensuring compliance with Safety Policies and Procedures.
- Responsible, along with other staff, for keeping the health center, office areas, kitchen and supply areas clean and orderly.
- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Valley View Health Centers and/or CAC

**Accountabilities:**

- Accountable to the assigned supervisor for high standards of accuracy, attention to detail, and timely completion of work.
- Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among co-workers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere. Must maintain a courteous, professional demeanor with patients and maintain a positive reflection of CAC and the Valley View Health Centers.
- Is aware that social networking sites are banned during work time unless they are program specific.

**Non-Essential Job Functions:**

- Committee assignments.

**Other Skills/Abilities/Documentation**

- Knowledge of Community Action Programs.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.