



# Community Action Committee of Pike County

## LPN Navigator-Women's Health Care

**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:**

- Current Licensed Practical Nurse in the State of Ohio (LPN.)
- Prior experience in OB/GYN physician's office, clinic or hospital.

**Preference:**

- Preference will be given for phlebotomy experience.

**Requirements:**

- Primary Source verification of licensure.
- Primary Source verification of education and training.
- Completion of a query of the National Practitioner's Data Bank (NPDB).
- 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.
- 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.

### **Deadline: Until Filled**

**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:                                  | LPN Navigator – Women’s Health Care | Department: | Valley View Health Cen |
| Job Level:                                  | 12                                  | Hours:      | 40 Hours Weekly        |
| FTCA Status:                                | W2-OLCP                             | FLSA:       | Non-Exempt             |
| Supervisor:                                 | Perinatal Director                  |             |                        |
| Human Resources Director's Signature: _____ |                                     | Date: _____ |                        |
| Employee Signature: _____                   |                                     | Date: _____ |                        |
| Employee Printed Name: _____                |                                     |             |                        |
| August 2018                                 |                                     |             |                        |

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- Current Licensed Practical Nurse in the State of Ohio (LPN.)
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**Direct Patient Contact Requirements:**

- Primary Source verification of licensure.
- Primary Source verification of education and training.
- Completion of a query of the National Practitioner’s Data Bank (NPDB).
- 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.
- 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 insurance 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 commonsense 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:**

- Provide education relevant to specific stages of pregnancy using pamphlets, films, videos, demonstration and explanation.
- Answers phone calls from prenatal/GYN/postpartum patients advising, consulting with physician/midwife or making appointments as necessary.
- Orders labs and imaging, makes referrals for ultrasounds, non-stress tests and schedules inductions
- Schedules appointments, provides patient instructions and occasionally arranges transportation.
- Obtains patients signature on consent forms
- Screen prenatal labs, acting on abnormal values per provider's protocol. Informing patients of their lab results by phone, letter, and text thru the portal.
- Sends all prenatal records after initial exam and labs and at 36 weeks gestation to the hospital. Prenatal records are sent to other providers upon request or referrals.
- Tracks and records deliveries and referrals.
- Reschedules prenatal or GYN patients when necessary, prioritizing according to stage of pregnancy, risk factors and problems.
- Orders prenatal vitamins, iron supplements and other medications per protocol. Notifies patients regarding need for medication and instructing them on proper use.
- Does intake for GYN patients
- Documents **ALL** patient information in the electronic medical records (EMR)
- Responsible for establishing a safe work environment and ensuring compliance with Safety Policies and Procedures.
- Attend meetings, conferences and training sessions related to the duties of this position and disseminate acquired information to appropriate individuals inside and outside the agency.
- Must be self-motivated. Ability to do multiple tasks at one given time.
- Ability to handle confidential information in professional in manner.
- Ability to communicate with the public in friendly, courteous, and pleasant manner.
- Work well with minimal supervision.
- Remain calm in times of crisis.
- 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.

**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.