

**FAITH COMMUNITY HEALTH SYSTEM**  
**Jacksboro, Texas**  
**CLINIC LVN**  
**JOB DESCRIPTION**  
February 2022

**REPORTS TO:** Clinic Manager

**SUPERVISES:** None

**FLSA CLASSIFICATION:** Non - Exempt

**SUMMARY:**

Assists the professional staff in providing maximum guest care. Assessment, planning and evaluating of each assigned guest. Under supervision gives direct and indirect guest care as assigned. OSHA Bloodborne Pathogens Class 1.

**ESSENTIAL FUNCTIONS:**

- Schedules appointments
- Orders guest prescriptions and refills in a timely manner
- Obtains guest vital signs, including weight and height
- Performs Snelling Eye Chart Exam
- Schedules and prepares for guest procedures
- Prepares specimens for pathology as needed
- Administers medicines as directed
- Makes referrals in a timely manner
- Communicates physician orders as needed but not limited to other physicians, nurses, other facilities, guests, and pharmacy staff
- Maintains guest records
- Acts as a guest advocate and maintains privacy and confidentiality of all appropriate information
- Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

**PROFESSIONAL REQUIREMENTS**

- Adhere to dress code; appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

**KNOWLEDGE, SKILLS and ABILITIES**

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

**QUALIFICATIONS**

- Current license by the State of Texas as a Licensed Vocational Nurse.
- Current BCLS certification
- One year prior work experience in a clinical setting preferred

**PHYSICAL REQUIREMENTS**

- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing up to 25 pounds.
- Corrected vision and hearing to within normal range.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*