



**LICENSED PRACTICAL NURSE**

Job Requisition #20-0116  
 Location: **Winooski Family Health**  
 Application Deadline: **Until Filled**

Hours Per Week: **40**  
 Status: **FT (1.0 FTE)**  
 Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

**Essential Duties**

**A. Direct Patient Care Responsibilities**

1. Perform standard and specialized diagnostic tests and procedures independently according to nursing protocols or under the direction of a provider and in conjunction with the lab (including IV therapy, venipuncture, immunizations, EKG's, lab testing, medication, nebulizer treatments, hearing and visual exams and spirometry.)
2. Prepares patient for and assists with, examinations and treatments
3. Evaluate medication requests and facilitate prescription refills following the CHCB medication refill policy. The LPN will also dispense CHCB stock medications under the direction of the provider and according the CHCB policy.
4. In conjunction with the RN - triage patients who walk-in according CHCB policy.
5. Modifies patient treatment plans as indicated by patients' responses and conditions; monitors all aspects of patient care in conjunction with the RN.
6. Review test results and advise patients of results as indicated by CHCB protocols.
7. Demonstrate competency in Laboratory procedures and provide basic lab coverage as defined by the Lab Manager.

**B. Patient Chart and Documentation Responsibilities**

1. Monitors, records and reports symptoms and changes in patients' conditions; record patients' medical information and vital signs in the NextGen EHR.
2. Maintains accurate, detailed reports and records
3. Completes paperwork related to the patient visit - i.e.: medical and billing forms, prior authorizations, and medical necessities

**C. Patient Education**

1. Provide on-going patient and family education, assess patient's knowledge and understanding of disease process and treatments, facilitates follow up care and reviews provider instructions to ensure understanding.
2. Instructs patients, families and other groups on topics such as health education, disease prevention and childbirth; provide health education materials. Educate patients with respect to educational and cultural background.

**D. Nursing & Clinic Team Responsibilities**

1. Facilitate patient care activities and coordinate flow of patients in the clinical setting.
2. Contributes to the assessment, plan, implementation and evaluation of patient care plans
3. Assists with stocking exam rooms and PODS with appropriate forms, supplies and patient educational materials; maintain sterilization room, (including cleaning, wrapping and sterilizing of instruments) following CHCB protocol.
4. Assist with Quality Control and monitoring of medical and diagnostic equipment as needed
5. Assist in the training and supervision of new nursing staff, nursing students and other medical service related personnel.
6. Ensures removal of BIOHAZARD materials according to protocol

**Basic Qualifications**

- LPN licensure
- Good standing with the Vermont State Board of Nursing

**Knowledge, Skills and Ability**

- Ability to read, proofread, document, edit and format using word processor and EHR
- Excellent written and verbal skills communication skills
- Strong clinical and organizational skills
- Ability to operate standard office equipment such as computer, phone, fax, printer, and scanner and the ability to access, retrieve and utilize information in standard four drawer files and cabinets on a regular basis which requires frequent bending and squatting to access drawers
- Ability to be highly accurate, maintain professional poise and calm demeanor in stressful situations and multi-task within tight deadlines
- Ability to work effectively with a variety of ethnic, and socioeconomic groups and with various special needs
- Ability to adhere to work schedule in a punctual and reliable manner and willingness to work flexible hours
- Ability to work independently, to solve problems creatively and with initiative in improving care at CHCB

To apply for this position, please send a resume and cover letter to: [HR@CHCB.org](mailto:HR@CHCB.org)  
 The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.  
**Learn More! See our Website at [www.chcb.org/careers/positions-available](http://www.chcb.org/careers/positions-available)**