

Job Description

Position:	Licensed Practical Nurse
Experience/Specialty:	Complex patients, including youth, chronic disease, frail elderly, mental health and addictions
Wage Range:	\$30.00-\$35.50

Established in 1969, REACH is a non-profit, community-governed organization with a history of primary care innovation. REACH is dedicated to providing high quality integrated health care in East Vancouver to families and individuals of all ages. We focus on clients with complex social, mental or physical needs and offer a widely respected interdisciplinary approach to care within our medical, dental, pharmacy, multi-cultural family centre and UPCC. We are committed to providing inclusive, accessible and sustainable programs and services to support the physical and mental health and well-being of our community and individuals within it.

Position Summary

The Licensed Practical Nurse (LPN) is accountable to the operations manager. The LPN performs job duties through a trauma informed care framework and culturally sensitive and safe lens for families and individuals. They will work closely with the operations manager to ensure the smooth and efficient operation of the medical clinic. This includes client flow at all stages from entry to exit to follow up, including intake, charts, lab tests, referrals and communication between the medical reception and the care providers.

Responsibilities

Clinical

- Assists and supports physicians with exams and procedures.
- Coordinates with nurses for patient management
- Ensures examining rooms are appropriately stocked and ready for clients.
- Performs specific lab procedures such as veni-puncture, pregnancy tests, urine screens, routine urine, centrifuge urine, removing sutures and clips, giving injections and taking care of dressings.
- Enters client information and data into OSCAR (electronic medical record)
- Makes lab appointments, referrals and conducts follow up calls for clients as needed.
- Maintains the treatment room, lab and vaccines in an appropriate manner, ordering medical, lab and vaccine supplies as needed.
- Sterilizes instruments and prepares sterile trays for procedures.
- Performs immunizations and flu shots.
- Coordinate and manage the Opioid Replacement Program.
- Supports nurse with intake, reviewing new patient application and assigning care providers.

Administration

- Orders and maintains all medical-surgical, lab requisition and paper supplies.

- Performs other related duties and tasks as assigned from time to time.
- In the absence of the operations manager assumes supervision of all medical reception staff. Assists MOAs with tasks as needed.

Team and centre activities

- Participates actively in staff meetings and board committees.
- Participates in the overall activities of the health centre, e.g. in service training, committees, special events and shared staff responsibilities.
- Communicates clearly, listens accurately, is open to feedback, handles conflict appropriately, and displays sensitivity to others.
- Collaborates well with others, promotes cooperation and teamwork.
- Participates in REACH's commitment to becoming discrimination free and an inclusive health centre and promotes a healthy lifestyle.
- Maintains the reputation and confidentiality of the health centre and its clients at all times.
- Adheres to all applicable REACH policies and procedures.

Qualifications and Skills

- LPN certification and licensed to practice in British Columbia.
- Adult and child immunization competency as per BCCDC
- A minimum of three years of related experience in a large medical practice or a community health centre.
- A minimum of two years supervisory experience.
- Demonstrated skill in provision of evidence based, ethical care to all patients.
- Demonstrated experience working with computers including electronic medical records.
- Excellent communication (oral and written) and interpersonal skills and the ability to multi task in a fast paced environment.
- Ability to work independently and collaborate effectively in a team environment.
- Experience working in a non profit or social services organization an asset.
- Ability to speak a second language is an asset.