



Job Title:	Licensed Practical Nurse (LPN or LVN)
Reports To:	Nurse Manager
FLSA:	Non-exempt
Days/Hours of Work	This is a full-time non-exempt position. With a typical eight (8) hours of work is Monday through Friday, 7:30 a.m. to 4 p.m.
Location	Escambia Community Clinics, Inc.

### **JOB PURPOSE**

The Licensed Practical Nurse is responsible for direct nursing care of assigned patients under the supervision of the nursing manager and/or physician for the Physician Support Team. The LPN contributes to the provision of quality nursing care through techniques that support and achieve positive outcomes in patient care within the scope of their license. This position will work directly with the primary care provider which includes triaging patients, administering onsite tests (i.e. EKG, finger-sticks, medications, injections), preparation for appointments that include having necessary reports, consults, Florida Shots immunizations, etc. ready for review by the Provider. The Support nurse will be responsible for discharge of the patient, follow-up “no-shows”, managing refill requests and prior authorizations as well as documenting all Continuous Quality Improvement (CQI) data appropriately in the patient’s chart.

### **ESSENTIAL FUNCTIONS**

Provide direct care to patients as assigned and qualified to perform;

Ensure all clinical care is delivered in a manner that meets or exceeds goals and expectations for clinical outcomes, quality assurance standards, and patient satisfaction;

Ensures timely and accurate collection of patient data, and makes observations on assigned patients to provide supportive data in the patient assessment;

Provides appropriate and relevant health education to patients/families as indicated in patient contact and assessment;

Provides service in a manner that is appropriate for the patient’s age; demonstrates knowledge and skills necessary to meet the patient’s physical, psychosocial, educational and safety needs;

Ensure all patient charts and related documentation is timely, current and relevant;

Develops and maintains favorable external relationships with vendors and contractors;

Provide counsel, support, advice, to patients and their families;

Maintain all licensure requirements for continuing education and best practices;

Demonstrate a high level of skill at building relationships and customer service;

Demonstrate the skills and ability to perform medical tasks within the LPN scope of practice as assigned;

Demonstrate a high level of problem solving skill to better serve patients and staff;

Strong attention to detail and accuracy;

Ability to utilize ECC computers and programs required and available for data entry and information retrieval;

Ability to implement and adhere to operational and administrative processes;

Uphold and ensure compliance and attention to all corporate policies and procedures as well as the overall mission and values of the organization.

Hours of work are as assigned and in accordance with clinic policy and need. May be required to work overtime, holidays and weekends for effective operation of the clinic;

May need to float to other service delivery sites and provide cross coverage as needed;

Provide coverage for other team and clinic team members as needed;

May require rotational weekend and back up coverage for Urgent Care;

Other duties as assigned and needed for the continued operations of the organization.

### **SUPERVISION**

Not Applicable

### **MINIMUM REQUIREMENTS**

Graduation from an accredited practical or vocational nursing program;

Certified BCLS .

### **PREFERRED EDUCATION AND EXPERIENCE**

Demonstrated success in customer service or working with the general public, preferably in a medical care facility;

Demonstrated success in managing difficult customer situations;

Significant knowledge of medical practices and procedures in a primary care environment;

**PLEASE EXPRESS YOUR INTEREST IN WRITING TO MADELYN  
MAYOR, REGIONAL DIRECTOR AT [MMAYOR@ECC-CLINIC.ORG](mailto:MMAYOR@ECC-CLINIC.ORG)**