



Health First Family Care Center, Inc. *"The Heart of the Community"* has an exciting opportunity for an enthusiastic, compassionate **35.5 hours per week Licensed Practical Nurse (LPN)** to join our fast-paced medical team within a growing community health center. **HealthFirst Family Care Center, Inc.** provides comprehensive services including medical care, dental care, obstetrics, cardiology and gastroenterology services, health education, health assessment and screenings.

Hours

Monday/Tuesday – 1:00p-8:00p

Wednesday/ Thursday/Friday – 12:00p-8:00p

Licensed Practical Nurse (LPN) Summary

We are currently seeking a **35.5 per week** Licensed Practical Nurse (LPN) that enjoys working with culturally diverse children and families in providing comprehensive patient care. Under the direction of the LPN Supervisor will be responsible for providing nursing services and support to our medical providers.

Direct Patient Care Responsibilities

Patient assessment and advisement to provider of any abnormal findings; triage; prescription refills; ensure labs, test results and hospital records are accessible to the provider; and ensure patient encounter and procedures performed are documented accurately in the EMR. When needed will perform vital signs processing and assessment, and assist primary care provider in all aspects of patient care including examinations and procedures. Perform routine office duties, and any other duties and responsibilities within the scope of a licensed LPN.

Required Qualifications and Competencies

1. License to practice as a Licensed Practical Nurse (LPN) from the Commonwealth of Massachusetts.
2. Minimum of 2 years experience as a LPN. Experience in a Community Health Center is a strong plus.
3. Current certification in BLS/CPR
4. Current and complete credentialing as required by licensing boards and agencies
5. Bi-lingual/tri-lingual skills preferred (English, Spanish, Portuguese)
6. Experience with an Electronic Medical Record (EMR), required

7. Strong computer skills
8. Familiarity and ability to work with diversity of cultural/socio-economic backgrounds.
9. General knowledge of cultural backgrounds of patients to be served.
10. Must submit a CORI release form and demonstrate proof of being free from disqualifying information.

Competencies

1. High level of customer service and a positive approach to work with patients. Projects positive attitude about the department and the health center, and offers services to ensure positive experience.
2. Ability to maintain an organized work area and work collaboratively as a member of a team.
3. Must possess excellent oral and written communication skills and time management skills to effectively communicate with patients.
4. Ability to handle confidential information in a professional manner.
5. Works well under pressure to manage stressful situations.
6. Flexible to meet scheduling needs and handle often-unpredictable changes.
7. Uses sound judgment and confidence.
8. Detail-oriented and accurate.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

HealthFirst Family Care Center, Inc. is an Equal Opportunity Employer (EOE)