



# Horizon House

JOB OPENING-POSTED 7-5-2018

To apply, login to [www.horizonhouse.org](http://www.horizonhouse.org) and click on "Career" tab. For current employees, apply through your PayNW account. Choose "Our Company" and "Search for Jobs".  
**Starting Rate of Pay: Hourly/Non-Exempt - DOE**

<b>Title:</b>	Clinic Nurse, LPN	<b>Department:</b>	Clinic
<b>Supervisor:</b>	Clinic Manager	<b>Effective Date:</b>	7/5/2018
<b>Status:</b>	On-call	<b>Grade:</b>	Non-exempt, 17

## Summary:

Manage supervised medication and coumadin programs. Perform nursing assessments, wound evaluations and treatments. Room patients, assist with emergency response to residents of the independent apartments and staff; Provide case management of independent residents, work closely with other clinic staff to maintain productive flow of the clinic.

## Essential Job Duties:

1. Provide medication management and administration, physical assessment and nursing care in the clinic setting to the independent residents.
2. Assist and perform wound care treatment, PT/INR, lab draws and other clia waived tests
3. Inform licensed staff of information regarding resident status within the Horizon House independent apartment area. Report pertinent information regarding independent residents to licensed staff when reporting off duty.
4. Help maintain the physiological and psychological functions of residents under clinic care and support to assist the resident to attain/maintain their highest practicable level of independence. This includes but is not limited to residents' rights, individuality, confidentiality and safety.
5. Coordinate with Supported Living and Social Service staff in facilitating optimal transitions between levels of care for the independent residents.
6. Manage, intervene in care as necessary and supervise the care of residents receiving care from private caregivers.
7. Provide health teaching/supervision to private caregivers as needed to achieve the goal of quality of care.
8. Keep equipment clean and functional. Make necessary charges for specified services/supplies to residents. Write work orders as appropriate and/or report problems with equipment/supplies to supervisor.
9. Keep inventory of clinical supplies including E-Kit on a monthly basis.

## Secondary Job Duties:

1. Assist with/participate in emergencies in the Horizon House as indicated by Disaster Manual.
2. Participate on organizational Quality Improvement Circles as requested.
3. Other duties as assigned by the Clinic Manager or designee.

## Job Requirements:

Excellent communication, documentation, and interpersonal relationship skills. Must be knowledgeable of nursing process, work well under pressure, and be flexible and able to establish priorities. Must be familiar with Windows computer environment (Word and Excel at a minimum).

**Confidentiality Requirements:**

Employee accesses, uses and/or discloses Protected Health Information, as defined by HIPAA, only to the extent minimally necessary to accomplish essential job functions. Employee practices appropriate safeguards to prevent unauthorized access, use and/or disclosure of PHR (paper, electronic and oral) within his/her work area.

**Experience/Knowledge/Education/Specialized Training Required:**

1. Current nursing (LPN operating within their Scope of Practice) licensure and in good standing in the State of Washington.
2. Have demonstrated patient assessment skills. Understand the concepts of the aging process in relationship to the resident's health.
3. Previous hospital/skilled nursing facility/home care experience, long term care or experience in a setting which required triage skills.
4. Two -Four (2-4) years active experience in the nursing profession; work with seniors a plus.
5. Experience in a clinic or office setting preferred but not mandatory.

**Material/Equipment Directly Used:**

1. EKG machine
2. Ear thermometer
3. Sphygmomanometer
4. Stethoscope
5. Two-way radio/telephone pager/telephone
6. Electronic health records
7. Copier/fax
8. Medical supplies and equipment
9. Venipuncture equipment
10. Accucheck

**Physical and Environmental Requirements:**

1. Balance as required to maintain physical equilibrium to prevent falling of self, others, or of objects being carried.
2. Able to stand and sit for extended periods of time. Able to walk and use stairs. Able to reach, stoop, kneel, push/pull, lift, crouch. Have fine motor ability adequate for manipulating small objects successfully.
3. Ability to lift up to 30 pounds, using appropriate techniques.
4. Able to feel, hear, see, smell, and speak.
5. Will be exposed to inside and outside environmental conditions.
6. Tasks and procedures performed are at high risk for blood-borne pathogen exposure.