



Job Title: Licensed Practical Nurse
Reports To: Medical Supervisor / Clinic Physician

SUMMARY

This Full-time position for a Licensed Practical Nurse (LPN) will generally work 5 days a week; hours: 8:00am – 4:00pm and as clinic needs dictate.

LPN RESPONSIBILITIES

- Takes patient vital signs, record patient history, obtain accurate medication list and any information the physician may request to enable him/her to assist in the diagnosis and treatment
- Keeps patient charts in neat and organized fashion
- Explains normal and abnormal test/lab results to patients and their significant others
- Educates patient regarding medications, invasive and non-invasive procedures
- Ensure exam rooms are clean, stocked appropriately and ready for next patient; and assists head nurse to ensure equipment is clean/sterile and in working order
- Ensures that all clinic equipment is in proper working order and communicates promptly to the Head Nurse when any equipment not functioning or needing to be replaced
- Assists in organizing and participating in mobile clinics and participating in applicable community events
- Will work in the pharmacy or as a lab technician, if needed
- May serve as cashier collecting fees from patients
- Provides nursing input for the development of NOVA's electronic medical record system and effectively learns to utilize the electronic health record system implemented
- Performs any duties required for the overall proper functioning of the clinic and/or as directed by management

QUALIFICATIONS

- Graduated as a licensed practical nurse (LPN)
- Current license to work as a LPN in Haiti
- Strong interpersonal and communication skills
- Ability to deal with ambiguity and changing priorities
- Ability and desire to help out in the clinic as needed
- Bilingual English-French preferred but not required

COMPENSATION

- 15 vacation days per year and national holidays
- This position does not provide any extra pay for mobile clinics, transportation costs, or any other similar benefits