



## JOB POSTING

TITLE: RN/LVN, FULL-TIME  
REPORTS TO: FNP  
STATUS: NON-EXEMPT/HOURLY  
LOCATION: ANTIOCH, CA

Must be in person, Monday-Friday, and during the standard work hours of 8:30am-5pm

### **OUR MISSION & VISION**

The Brighter Beginnings mission to “*support healthy births and successful development of children by partnering with parents and helping to build strong communities*“, gains its strength and aspiration from our core belief and vision that, “*Every family matters, and every child deserves a happy, healthy future.*”

### **OUR HISTORY**

Brighter Beginnings is a 501c3 nonprofit organization and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of the challenges they faced in their own families.

### **POSITION SUMMARY**

The Registered Nurse/LVN provides professional nursing care for Brighter Beginnings Family Health Center patients following established standards and practices.

### **QUALIFICATIONS:**

#### **JOB QUALIFICATIONS AND EXPERIENCE**

1. Fluent in Spanish required.
2. Completion of accredited Registered Nursing/LVN Program
3. Current valid RN/LVN License and BLS certification.
4. One year of professional nursing experience in a clinic setting preferred. Experience with Women’s Health, OB/GYN and Pediatrics, Immunizations, and Flu Shots preferred.
5. Valid California Driver’s License, a good DMV record, transportation available to meet job requirements with vehicle insurance.
6. Skilled in Electronic Medical Records, Microsoft Office, data entry, and use of business email.
7. Physical examination which indicates that the employee meets the physical requirements of the job including: Lifting, Walking, Stooping, Bending, and Twisting.

### **RESPONSIBILITIES:**

1. Clinical duties including patient triage, data collection and recording, administration of vaccines and medications, medical records keeping, patient education, CLIA waived lab testing, labeling and transporting laboratory specimens and PAP’s.
2. Assesses patient’s social determinants of health and work with patient and staff to address needs
3. Develop and Implement Health Education materials and protocols for HTN, STI’s, Family Planning F-Pact, Asthma, Decreasing BMI, Obesity Prevention, Diabetes education and other topics.

4. Document in the EMR all services provided and secure Provider sign off when appropriate for billing.
5. Accept and follow verbal orders per FHC policy and procedure.
6. Triage patient calls and messages and follow standard protocols for response and/or consult with Nurse Practitioner (s) when necessary.
7. Prepares exam room, procedure room, equipment and assists providers.
8. Ability to function with autonomy and in collaboration with the Nurse Practitioner(s) and Physician(s).
9. Effective communication with Patients, Staff, Volunteers/Interns and Community.
10. Review diagnostic test results, referring abnormal results to Nurse Practitioner (s), and notifying patients of normal and abnormal findings as instructed by the Nurse Practitioner (s).
11. Participate in BBFHC Immunization Program including vaccine administration, data collection, reporting, ordering and transporting vaccine.
12. Assist with managing BBFHC Patient Assistance Program for medications including ordering prescribed medications and record keeping.
13. Participate with BBFHC Providers in the referral process, tracking referrals, and referral follow-up.
14. Participate in data collection for quality assurance programs.
15. Send and Respond to patient portal communication as directed by Supervisor or other BBFHC Providers.
16. Participate in Project and Clinic evaluations and Quality Improvement system, and other efforts, to improve the quality of the overall program service delivery system.
17. Manage projects as assigned and in the manner required by project descriptions.
18. Administer prescribed medications and treatments as directed by Nurse Practitioner (s) and Physician(s).

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **SPECIAL ADA REQUIREMENTS**

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/clinic work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with half of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to medical equipment, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

### **BENEFITS**

Competitive wages, friendly environment, two weeks of vacation (increase after 1 year of employment), 13 paid holidays; sick leave; employer-paid health, dental, vision, life and disability insurance; optional employee-paid dependent health coverage available, 403b retirement account with matching, FSA, Transit Benefit and EAP. Loan repayment and scholarship opportunities through [OSHDP](#) and [NHSC](#). Employees working full-time will receive these benefits.

### **APPLY**

If you're interested in this position, please email resume to [jobs@brighter-beginnings.org](mailto:jobs@brighter-beginnings.org) or apply on indeed. Please make sure to subject the email with the position title that you are applying for.