



JOB TITLE:

Part-Time Licensed Practical Nurse

JOB PURPOSE:

Provide part-time primary care patient services in an outpatient setting to the underserved population of Sweetwater County at Western Wyoming Family Planning Clinic in Rock Springs, WY.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Reproductive Health patients from intake to checkout for nursing and provider visits.
- Ensure patients have access to confidential patient-centered care and are accurately and effectively counseled and treated.
- Build community relationships to increase the awareness of sexual health, sexuality, STI testing and treatment, family planning services for women and men, preventative screening, and reproductive rights and education.
- Provide excellent customer service as well as exhibit attention to detail completing clinical data entry into the electronic medical record, as well as within required agency forms and grant reports.
- Provide care coordination services for patients identifying their medical needs and connecting them with proper resources.
- Provide nursing care to patients including but not limited to; scheduling, rooming, collecting vital signs, laboratory specimen collection and processing, A1C/blood sugar/HIV/STI/pregnancy testing, intramuscular injections, counsel patients and provide educational material, patient check out and clinical data entry in the electronic health record.
- Maintain proficiency in knowledge and skills that are necessary to execute and administer an educational program; stay current on recent evidence-based information regarding family planning, sexual health, sexuality, preventive screenings, reproductive rights and education, family communication, educational approaches to children, teens and parents, sexuality, and developmental disabilities.



- Implement procedures for accurate and timely care coordination practices and maintenance of patient's electronic health record, including but not limited to reviewing and monitoring of records, contacting patients to connect to services, and screening and auditing for missing forms or data updates.
- Receive and make phone calls, create, and respond to phone notes and/or message(s), document patient question/issue/concern and forward to assigned provider team and prepare charts for appointments.
- Provide HIV and other STD testing, treatment, and counseling.
- Perform screening and intake questions consisting of a highly personal nature related to reproductive health issues and STDs.
- Provide information, conduct post-counseling documentation and follow-up in a non judgmental manner on contraceptives, reproductive health issues, and STDs.
- Perform other duties as assigned.

Contact to apply:

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