
Family Health Services, Inc.	
Position Description Clinic Assistant (LPN or CMA)	
630 N Cotner Blvd Suite 204 Lincoln, NE 68505	

Job Summary:



Provide nursing services and education according to the patient's needs at the Family Health Services sexual and reproductive health clinic in Lincoln with a strong focus on customer service and accuracy.

Job Responsibilities:

- Lead the Family Health Services clinic in compliance with the Federal guidelines for Title X funded Family Planning clinics and the organization's policies and procedures.
- Represent the organization in a competent, professional, and ethical manner.
- Sign and adhere to agency confidentiality policy.
- Participate in training as required.
- Assist with outreach activities to reach individuals in the community as needed.
- Perform other reasonably related duties as assigned by supervisor.

Licensed Practical Nurse/Certified Medical Assistant Responsibilities:

- Review medical history and interview patients for reason for visit.
- Educate and counsel patients on:
 - a. Preferred method of birth control,
 - b. Prescribed medications,
 - c. Lab results,
 - d. Pregnancy test results,
 - e. Positive health practices during pregnancy,
 - f. Sexually transmitted disease, including HIV, results,
 - g. Pap smear results, and
 - h. Other relevant medical conditions as directed by the medical provider or per organization policy.
- Perform laboratory procedures, including height, weight, temperature, blood pressure, urine analysis, pregnancy testing, STI tests, and HIV tests.
- Perform phlebotomy as needed.
- Assist medical provider during procedures.
- Complete written orders.
- Prepare, dispense, and administer medications according to medical provider orders.
- Maintain accurate records and ensure that the Electronic Health Records are complete.
- Refer clients to other health care facilities as prescribed.
- Prepare laboratory specimens for laboratory courier and ensure appropriate documents are included.
- Stock supplies in treatment rooms and laboratory and sanitize instruments.
- Assist with medication counts, inventory, and ordering.
- Comply with OSHA and CLIA standards.
- Provide input into the maintenance of the Family Planning Policy and Procedure Manual.
- Provide input into the maintenance of the OSHA and CLIA manuals.
- Assist with monthly, quarterly, and yearly grant/stakeholder reports as needed.
- Maintain a valid license/certification in the state of Nebraska as a Practical Nurse/Medical Assistant.

	
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Qualifications:

- Licensed Practical Nurse or Certification as a Medical Assistant.
- Minimum of four years medical office experience. Experience in sexual or reproductive health is preferred but not required.
- Fluency or communication skills in a second language is preferred but not required.
- Knowledge of medical billing is preferred but not required.

Work Schedule:

Typically, Monday through Friday 8:00am to 4:30pm. However, hours may vary to include evenings and weekends to meet the needs of the agency.

Reports To:

Family Planning Program Manager

FLSA Status:

Non-Exempt

Salary Grade:

\$23-27/hour, commensurate with experience. Benefits package included.

Family Health Services is committed to a policy of equal employment opportunity. We are also committed to building a diverse staff and strongly encourages applications from candidates who are Black, Indigenous, or People of Color (BIPOC), women, LGBTQIA2S+, New Americans, disabled, those with non-traditional forms of education, those who have experienced incarceration or have been system-involved, and those who have experience living in a household whose income is below the federal poverty threshold.