

- ✓ Conducts patient screenings to determine appropriateness of psychiatric care.
- ✓ Provide trauma informed care that meets the needs of psychiatric patients.
- ✓ Calls prescription orders into a pharmacy, as directed
- ✓ Calls patients with lab and/or test results, as directed.
- ✓ May collect and maintain statistical data
- ✓ Follows all laws and regulations and adheres to all of the Organization's policies and procedures, especially the hazardous, health and safety procedures.

In assisting with other departments (family/internal medicine, pediatrics, and OB/GYN), this position also does the following:

- ✓ Sets up and organizes exam room for various medical procedures and assists physicians with procedures.
- ✓ Maintains clinic supplies and conducts inventory.
- ✓ Distributes educational material to patients as directed.
- ✓ Obtains body specimens, using proper techniques and correctly labeling the specimen.
- ✓ Provides injections as directed.
- ✓ Stocks the exam rooms
- ✓ Assists the nurse with medical records maintenance
- ✓ Participates in the training of new Medical Assistants and provides guidance in a positive manner.
- ✓ Makes outreach calls to patients with gaps in care.
- ✓ Other duties as assigned (non-essential)

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- ✓ Licensed Practical Nurse license in the State of Ohio
- ✓ Associates Degree in nursing
- ✓ Skill of phlebotomy preferred
- ✓ Prior psychiatric experience preferred
- ✓ Ability to work with supervision and make decisions based on established policies and procedures
- ✓ Skills to expertly deliver exceptional health care to the public
- ✓ Ability to successfully work in unison with others to create an efficient, harmonious work environment
- ✓ Demonstrates competency in working sensitively and respectfully with people of various cultures and social status
- ✓ Knowledge of federal, state and local laws and regulations pertaining to health care and safety
- ✓ Ability to communicate (orally and in writing) in a professional manner
- ✓ Ability to maintain an established work schedule to ensure dependability and accuracy of work quality.

Adheres to HOFHC's Guiding Principles:

Communication, Teamwork, Attitude, Diversity and Service

Equipment Operated:

Telephone & Fax	Computer & Printer	Blood Glucose Monitor
Blood Pressure Machines	Waived function testing	Pulse oximeter
EKG	Centrifuge	NST machine
Oxygen	Audiometer	Audio Visual
HBA1C analyzer	Ultrasound	Other office and medical equipment as assigned

Facility Environment:

Heart of Ohio Family Health Centers operates in three locations, 882 S. Hamilton Rd, Columbus, Ohio 43213 and 2365 Innis Rd, Columbus, Ohio 43224 and 5560 Chantry Dr, Columbus, Ohio 43232. This position will primarily operate out of the clinic at 2365 Innis Rd. All facilities are a medical office environment with front-desk reception area, separate patient examination rooms, nursing stations, pharmacy stock room, business offices, hallways and private toilet facilities. All facilities are on the main ground floor and ADA compliant.

This position's primary work area is patient examination rooms and nursing stations.

The patient examination rooms and nursing stations areas are:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie., computer, copier, fax machine, etc. at a normal working height

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office or medical equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	2 As needed to accommodate the organization (currently 3 sites)
Fast, sometimes chaotic work pace	2
Independent decisions made without supervision	3
Exposure to trauma, grief, death, etc	2
Exposure to disease or bacteria	2
Handles closed containers or vials of patients' bodily fluids or tissues	2
Required to wear safety clothing or equipment	2
Handles money (cash, checks or credit cards)	0
Interacts personally with public	2
Interacts with public via the telephone, letter, or other non-face-to-face measure	2

If you possess the skill set and would like to apply for this position please submit your resume to Jaclyn at jwoodard@hofhc.org or Haydee at gsterling@hofhc.org immediately.