



The Topeka Housing Authority Open Positions

Link to [Topeka Housing Authority Employment Application](#)

Job Title:	LICENSED PRACTICAL NURSE/MEDICAL ASSISTANT	Hourly Rate:	DOE
Start Date:	Immediately Hours: 40/ week Monday through Friday Full Time Permanent	Reports To:	Family Nurse Practitioner
Department:	Administrative	HR Contact:	Aubrey Coufal
Applications:	Email: athompson@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			

I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

II. TASKS

This staff member will perform the Licensed Practical Nurse/Medical Assistant tasks described below in a combination to be reviewed and agreed on at least annually.

- A. Assess, plans, implements and evaluates the nursing care of patients in the clinic and develop comprehensive treatment plans including preventative health care and in accordance with department policies and procedures, including but not limited to laboratory testing, inventory of clinic supplies, follow-up, and referrals
- B. Provide patient, family and caregiver-centered education and counseling to a diverse community
- C. Ability to assess data reflecting patient's status and record medical history accurately
- D. Monitor quality indicators/evidence-based care being provided by clinical staff
- E. Maintain standards for professional nursing practice in outpatient clinical setting
- F. Provide culturally relevant care to a diverse client population
- G. Function as a collaborative member of the interprofessional team and provide quality resident care with optimal clinical outcomes
- H. Serves as a preceptor to LPN students during clinical rotations
- I. Provide Registered Professional nursing care to assigned residents as ordered by physician and NP and in accordance with facility, federal, state and local standards, guidelines and regulations
- J. Interact and participate in community functions
- K. Perform other duties, as assigned, that require a level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above

III. CONTINUOUS IMPROVEMENT

- A. Promote innovation and positive change
- B. Improve THA programs and systems
- C. Improve THA facilities and complexes
- D. Participate in training and capacity building events as assigned

IV. KEY TRAITS

- A. Ability to learn, absorb, process and apply information
- B. Active listening and well developed oral communication skills
- C. Sound academic skills---reading, writing and computation
- D. Adaptability, creative thinking and problem solving, openness to change
- E. Self-management, self-esteem, goal orientation

Licensed Practical Nurse/Medical Assistant Position Description

- F. Effective in/with groups; well developed interpersonal, negotiation, and teamwork skills
- G. “Big picture” view of the organization; leadership skills; ability to organize and motivate one’s self and others

V. KNOWLEDGE

- A. Knowledge of health care practices and procedures
- B. Standard office telephone etiquette and procedures
- C. Standard customer service etiquette and procedures
- D. Knowledge of EMR documentation
- E. Proficiency with Microsoft Word and relevant computer applications
- F. Possess an awareness of the social determinants of health

VI. SKILLS

- A. Maintain HIPAA standards
- B. Demonstrate ability to work effectively autonomously and as part of a team
- C. Excellent communication skills to include record keeping verbal, oral, written and interpersonal skills.
- D. Maintain organization and flexibility
- E. Ability to adjust to changing deadlines
- F. Ability to foster positive relationships with clients, families, caregivers, and colleagues both in the immediate and broader community
- G. Advocate for clients, families and caregivers as well as promote THA and clinic’s mission
- H. Thorough knowledge of office equipment and software systems.
- I. Problem solving skills to include creativity, resourcefulness, timeliness in analyzing and resolving patient health care problems
- J. Sensitivity to the needs of culturally diverse populations

VII. PHYSICAL REQUIREMENTS

- A. Handle and maintain files and records
- B. Ability to work at a computer
- C. Ability to bend, stretch, get in and out of a vehicle

VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES

- A. Valid Kansas Class C Drivers license
- B. Maintain current, encumbered active license to practice as a LPN in the state of Kansas
- C. Associate’s Degree or Graduate of a Technical School or certified Medical Assistant
- D. Current CPR certification
- E. BCLS obtained through American Heart Association or Red Cross

IX. EXPERIENCE

- A. Experience working in a team-based healthcare environment
- B. Experience with interprofessional health care teams
- C. Experience with precepting health care students
- D. An equivalent combination of training and experience

X. SUPERVISORY RESPONSIBILITY

None.