



**New Alternatives
for Children**

Clinic Nurse, LPN

New Alternatives for Children, Inc. (NAC) is an award-winning health care and social service agency in Midtown Manhattan, with a satellite Bronx office, which serves children living with medical complexity, disabilities or serious emotional or psychiatric disturbance and their families. NAC operates an Article 28/29i Diagnostic and Treatment Center and an Article 31 Mental Health Clinic, where care is delivered in collaboration with NAC's outstanding teams of social workers, behavior specialists, education specialists, physicians, nurse practitioners, and other staff. The clinic is located at NAC's main office on 825 7th Avenue in Manhattan.

- **Title of Position:** Clinic Nurse, LPN
- **Position Type:** Full Time
- **Position Type/Expected Hours of Work:** Full-time - 35 hours per week.
 - i. Shifts are generally Monday – Friday, and range from 830 am-430 to 9:30-5:30
- **Pay Range:** \$65,000-\$70,000
- **Location:** 825 7th Ave, New York, NY 10019 | 1775 Grand Concourse, Bronx, N.Y 10453
- **Department:** Comprehensive Care Center (Medical) Department

Description of Responsibilities:

Essential Functions

The Clinic Nurse has a range of duties, as follows:

- Prepares patients and families for the medical visit in the clinic, measuring anthropometrics and vital signs, as clinically indicated; administering screening tests as ordered or indicated according to Bright Futures 4th Ed Guidelines or policies of other organizations such as ACS or OCFS; and requesting any paperwork that the family would like to have completed
- Enters data pertinent to these encounters in the paper record, evolving electronic health record, or both, as needed
- Prepares in advance of these visits by previewing the medical records of children and youth who are scheduled to be seen and assisting in the selection of which anthropometric measurements, standardized screens, and vaccines are indicated, in keeping with the practice guidelines and policies.

- Assists in the preparation of materials for the paper medical record that are required for the encounters
- Administers immunizations
- Performs venipuncture and other specimen collection, as ordered
- Practices proper infection control to minimize the spread of infectious disease to patients, families and staff
- Cleans, disinfects and preps examination rooms in between patient visits
- Manages time efficiently in order to maintain the patient flow
- Conducts “skin checks” for children and youth in foster care, as scheduled or the need arises
- Assures that the clinic is stocked with all needed materials, supplies, medications and immunizations and that all equipment is in working order
- Oversees ordering, stocking and storage of immunization supplied by Vaccines for Children program (VFC). Fulfills all training and documentation required for ongoing work with VFC.
- Manages inventory of medications and immunizations ensuring rotation based on expiration date. Discards expired medications per NAC protocols and immunizations per VFC protocols.
- Conducts daily and monthly checks of equipment, medications, and immunizations per protocols
- Completes administrative tasks needed to support clinic functioning such as chart creation, filing, mailings, etc.
- Attends weekly rounds in foster care and summarizes updates, in writing, for report to nursing/medical department.
- Communicates effectively with all team members to support a cohesive work environment.
- Keeps relevant knowledge up to date and applies it to everyday practice
- Provides assistance, first aid, emotional support or other personal care to patients as needed.
- Role may include working under the direction of a Registered Nurse in the administrative aspects of care management for youth in foster care who do not have medical or developmental complexity.

Required Education and Experience:

- Current New York LPN license (in good standing) required
- At least two years of post-graduate experience in inpatient or outpatient pediatrics or pediatric home health care required.
- Computer Literacy required
- Experience with using electronic health records required.

- Bilingual (English / Spanish) fluency preferred

How to Apply:

Please indicate **Clinic Nurse, LPN** in the subject line when applying. Please submit *cover letter* and *resume* to: hr@nackidscan.org

For information on New Alternatives for Children, Inc., visit our website at www.nackidscan.org

New Alternatives for Children, Inc. is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

New Alternatives for Children, Inc. was founded on the principle of inclusion. We strive to create and maintain a diverse, equitable, and inclusive workplace at all levels. It is not enough to serve; we must strive to dismantle oppressive policies and practices.

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