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# Example of Vocational Nurse Job Description

Our growing company is looking for a vocational nurse. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for vocational nurse

* Creating and maintaining quality management files
* Performing special studies or audits
* Medical records reviews, supporting preparations for regulatory audits
* Leads clinical quality improvement through focused activities on the HEDIS process
* Provides outreach, information and referral, care coordination, and case management services as appropriate for Street Medicine
* Conducts follow-ups with patients via phone calls, encampment visits, and visits to other settings where patients can be found
* Uses multiple electronic platforms to gather patient information
* Provides client care in a manner that is both non-discriminatory and non-judgmental
* Works cooperatively with other clinical personnel and exhibits excellent working relations with patients, visitors, and staff, effectively communicating Street Medicine's mission
* Act as a patient advocate and liaison between the patient and community agencies (i.e., Housing for Health, Department Human Services, hospitals, ) and ensures that patient needs are met with rights maintained

## Qualifications for vocational nurse

* Must be able to speak clearly and write legibly
* Must have a license issued by the State of California Board of Vocational Nurse Examiners
* Current License on state board
* Some experience in Long-Term Care
* Supports providers in urgent care delivery by monitoring patient flow and assisting in preparation of examination rooms, preparation of patients for exam, and documentation of vital signs
* Performs phlebotomy, administers medications and treatment as prescribed through written Provider orders, and documents procedures in patient's electronic medical record