PART TIME LICENSE VOCATIONAL NURSE (LVN) OR MEDICAL ASSISTANT (MA)

About St. James Infirmary
St. James Infirmary (SJI) offers free, confidential, nonjudgmental medical and social services for current and former Sex Workers of all genders and sexual orientations. SJI is the first occupational health and safety clinic in the U.S. run by Sex Workers for the advancement and wellness of the Sex Worker community!

To learn more, please visit our website at http://www.stjamesinfirmary.org

Philosophy
Many factors affect the working conditions and experiences of Sex Workers. The political and economic climate, poverty and homelessness, stigmatization, violence, and the overwhelming intricacies of legal, public and social systems make it difficult for Sex Workers to lead fully autonomous and healthy lives. St. James Infirmary’s philosophy is to build upon existing skills and strengths within the Sex Worker community through providing culturally competent and non-judgmental services to support individuals in their efforts to achieve their health and wellness goals.

Position Summary:
The LVN or MA is expected to provide excellent, harm reduction-based care to current and former sex workers. The LVN or MA will perform venous punctures, administer vaccines and hormone injections, provide STI and HIV counseling and testing, and assist clinical providers within the LVN or MA scope of practice. The ideal LVN or MA will be skilled at venipuncture techniques, giving special care and attention to Sex Workers who use intravenous drugs. The position requires patience, the ability to communicate well, and a high level of dependability.

Clinic Hours: Part Time (10-20 hours per week)
- Tuesday evenings during the St James Syringe Access program from 5:30 – 7:30pm;
- Wednesday evenings during the drop-in clinic from 5:15 – 9:00 pm;
- Thursday afternoons during the STRIDE Transgender Health Services from 1:00 – 4pm;
- Occasional Thursday evenings, Friday evenings, and Sunday evenings at outside venues. Must be comfortable performing job duties in shelters, sex clubs, our mobile testing van, and at community festivals and events.

Duties and Responsibilities:
• General Responsibilities
  o Maintain all professional licensing requirements
  o Attend scheduled staff meetings, monthly team meetings, quarterly agency support meetings, and applicable staff trainings.
  o Attend supervision and staff development meetings as requested.
  o Attend HIV Services Team meetings as scheduled.
  o Maintain a clean, stocked, and well-organized clinic laboratory, ordering supplies from vendors at City Clinic and elsewhere as needed.
  o Assist with quality assurance and evaluation activities, including providing programmatic support during clinic shifts and monitoring periods, distributing and collecting satisfaction surveys.
  o Ensure coverage of the laboratory by another qualified staff person if unable to work.
  o Perform other duties as assigned.

• Prior to start of shift
  o Set up laboratory supplies and stock inventory before shifts, starting no later than 5:00 PM for Wednesday night drop-in clinic and 1:00 PM for STRIDE transgender services clinic on Thursdays.
  o Cleaning & maintenance of exam rooms
  o Attend any team briefing sessions at the beginning of each clinic shift.

• During Shift
  o Perform venipuncture and skin punctures for STI sample collection and other laboratory tests as needed
  o Perform venipuncture, phlebotomy, and sexually transmitted infections (STI) specimen collection during Wednesday evening drop-in clinic and STRIDE Thursday clinic.
  o Provide phlebotomy service coverage for venue-based HIV/STI testing, as needed, under direct supervision of HIV Services Manager.
  o Dispense medication as necessary, under direction of a medical clinician, per protocol.
  o Give the appropriate vaccinations and medication injections.
  o Place tuberculosis PPD tests
  o Ensure that no client data is left outside of unsecured file cabinet, and be conscientious of adhering to HIPAA and privacy.
  o Document all activities with participants onto encounter forms, in patient charts, or other forms, as necessary or appropriate.

• After Shift
  o Fill out laboratory requisition forms correctly
  o Ensure that blood, urine, and other specimens are placed in the designated refrigerator with the correct label written clearly on the container
  o Maintain and complete any incident reports incurred during clinic shifts and/or off-site activities.
  o Attend any team briefing sessions at the beginning end of each clinic shift.

Skills and Qualifications:
  Required
  o License Vocational Nurse (LVN) or Medical Assistant (MA) required, maintaining all necessary CET and licensing requirements
- Excellent phlebotomy and injection skills with the appropriate licensure (i.e. California CPT-1, CPT-2, or other certification / licensure)
- Excellent written and verbal communication skills
- Flexibility with schedule and activities
- Organized and able to handle a multi task environment

**Strongly Desired**
- Experience in or knowledge of the sex industry and occupational health and safety issues affecting Sex Workers
- Experience working with people who use drugs, including injection drugs; those living with or affected by HIV/AIDS and Hepatitis C; street-based and homeless populations; and people who identify as lesbian, gay, bisexual, transgender, gender non-conforming and/or queer
- HIV test counseling certification in the state of California or equivalent qualification
- Spanish and/or other non-English secondary language skills
- Cultural competency and willingness to work with people of different racial and ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS and/or Hepatitis C
- Experience with counseling and testing services
- Experience with motivational interviewing, harm reduction, and trauma-informed care desired
- Willingness and proven ability to work cooperatively with other colleagues and community
- General office and administrative experience
- Microsoft Word, Excel, Web/Internet and other computer skills are desirable

**HOW TO APPLY**

Please submit a thoughtful cover letter explaining your interest in St. James Infirmary, how you found out about this career opportunity, and any experience you have working with the Sex Worker community. Email your cover letter and resume to programs@stjamesinfirmary.org. Please write your name and the title for this position (“Your Name – LVN or MA position”) in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmary is an equal opportunity employer. We prioritize hiring someone with experience in the sex industry, and encourage LGBTQ people, women, and people of color to apply.

**Hours:** Part Time (10-20 hours per week)
**Salary:** $26 per hour
**Supervisor:** HIV Services Manager and Clinical Director