



<b>Business Title:</b>	Licensed Vocational Nurse	<b>Job Classification:</b>	Licensed Vocational Nurse
<b>Reports To:</b>	Project Director	<b>Location:</b>	Austin, TX or Remote
<b>FLSA Status:</b>	Non-exempt	<b>FLSA Exemption Category:</b>	Non-exempt
<b>Pay Group:</b>	A08	<b>Position Type:</b>	Full-time or Part-time
<b>EEO-1:</b>	Professionals	<b>Position Risk Level Designation:</b>	Low

## TMF Health Quality Institute

[www.tmf.org](http://www.tmf.org)

### PLEASE VISIT OUR CAREER CENTER TO APPLY!

<https://jobs.tmf.org/>

#### Position Purpose:

Performs moderately complex (journey-level) quality assurance work. Collects and interprets data to identify opportunities for improvement related to recommended program administration and management. Works under moderate supervision, with limited latitude for the use of initiative and independent judgement.

#### Essential Responsibilities:

- Maintains communication and feedback necessary for program performance.
- Develops and maintains cooperative working relationships with providers and their staff using a customer service and educational approach.
- Prepares for and conducts on-site reviews at provider sites.
- Reviews immunization status using federal government software.
- Conducts quality assurance (QA) reviews of participating providers using Quality Improvement Methodology.
- Interprets data gathered and confers with provider sites to identify problems and opportunities for improvements.
- Promotes and provides guidance and resources to provider staff on recommended vaccine administration, management and storage.
- Complies with company, local, state, and federal rules, policies, and procedures.
- Participates in required company and program training.
- Completes, reviews and submits site visit forms, reports and other related materials in specified time frame.
- Regional and possible statewide travel. Submits travel expense documentation within specified time frame.
- Participates in special projects and performs other duties as assigned.

#### Minimum Qualifications

##### *Education*

- High School Diploma or equivalent

**License**

- Licensed Vocational Nurse (LVN) with an active license

**Experience**

- Five (5) years reviewing medical records (*Based on Contract Requirements*)
- Three (3) years in a healthcare environment

**Knowledge, Skills and Abilities****Working knowledge of**

- Program goals, requirements, and methodologies
- Applicable laws, rules and regulations

**Proficient skill in**

- Prioritizing and organizing work assignments
- Maintaining effective working relationships with individuals and groups
- Developing and giving feedback and education
- The use of personal computers and applicable programs, applications and systems

**Some Skill in**

- Coordinating projects and program activities
- Coordinating labor, materials and equipment
- Interpreting policies and state and federal laws and regulations

**Ability to**

- Multitask and meet deadlines
- Exercise logic and reasoning to define problems, establish facts and draw valid conclusions
- Make decisions that support business objectives and goals
- Identify and resolve problems or refer issues appropriately
- Communicate effectively verbally and in writing
- Adapt to the needs of internal and external customers
- Show integrity and ethical behavior; respect confidentiality, business ethics and organizational standards
- Assure compliance with regulatory, contractual and accreditation entities

**Work Environment**

Requires working in an office/cubicle environment; sitting, standing, walking, bending, twisting and/or reaching. Requires repetitive movement; ability to lift, carry or move up to 25 lbs. when transporting work equipment or materials. May require ability to operate a motor vehicle; the ability to travel by motor vehicle and commercial airline. May require overnight travel.

**Benefits**

TMF offers an excellent benefits package, including:

- Medical, dental, vision, life, accidental death and dismemberment, and short and long-term disability insurance
- Section 125 plan

- 401K
- Competitive salary
- License/credentials reimbursement
- Tuition Reimbursement

PLEASE VISIT OUR CAREER CENTER TO APPLY!

<https://jobs.tmf.org/>

EOE Minorities/Females/Vet/Disability