



Jessie Trice Community Health Center, Inc.
700 S. Royal Poinciana Boulevard, Suite 300
Miami Springs, FL 33166
Phone: (305) 805-1700; Fax: (305) 805-1772
www.jtchc.org

Equal Opportunity Employer

Job Title: ****Health Aide (LPN)** (Various Miami Dade Schools)

Summary Of Responsibilities:

Assess each child record for parental consent for services. Conducts vision, hearing and age-appropriate health screenings under the direction of the RN/ARNP. Provides assessments/screenings, first aid and administers over-the-counter medications. Communicate any abnormality to the RN/ARNP or Pediatrician. Work with school's staff to carry out health prevention/interventions strategies and assure compliance with immunization and other screening activities. Maintain the required documents for the vaccine usage/program. Provide education sessions for staff, parents and children. Coordinate a minimum of one (1) Health Fair during the school year. Responsible for tracking student connection to a medical home. Follow-up on referrals for other services. Collect medical data on each child and organize and maintain a file for each child. Enter each child's data in the appropriate computer system and maintain and monitor data. Generate monthly reports and submit as required. Maintains confidentiality at all times. Annually salary to be paid out within ten (10) months of the school year.

Details of Education and Special Skills:

Graduate of an accredited nursing school.
Ability to work with different age groups and make quality decisions on health assessment and day-to-day leadership.
Ability to understand and follow directions; read write and speak grammatically correct English

Special Requirements:

Current Florida License (LPN)
Current BLS Certification
Current First Aid

Job Title:

Driver

Summary of Responsibilities:

Candidate will perform a variety of duties to include: accompanying all guests to each facility for their medical appointments in a timely and safe manner. The driver will ensure that guest needs are met by providing excellent customer service according with JTCHC standards of behavior and performance expectations. Candidate is required to maintain a good driving record.

Details of Education and Special Skills:

High School diploma or GED required

A valid CDL Class B license with one year good professional driving experience preferably in a medical environment.

Current CPR and First Aid Certificate.

Ability to read, write and verbally communicate in a professional and effective manner.

Must be digitally adaptable in the use of computers, cell phone and electronic medical system.

The ability to work with minimal supervision.

Special Requirements:

Bilingual Preferred (English / Spanish)

Both are full time positions with benefits such as health, dental, PTO, life (company paid)

Company match 401K etc. Salary range for Driver is \$10-11hr & LPN \$32-35K (paid over 10 month school year).

Candidates are asked to apply at our company's website www.jtchc.org .

Contact- Ruth Green 305-805-1700 ext 23122 or email rgreen@hcnetwork.org