

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Licensed Vocational Nurse (LVN)
DEPARTMENT: Redwood Coast PACE
REPORTS TO: Registered Nurse Supervisor
FLSA STATUS: Non-Exempt/Hourly
APPROVED: August 2018

JOB SUMMARY: Performs duties that fall into the five general categories: Participant Care, Documentation, Coordination, Team Support, as well as Advocacy and Education. Also performs other duties as assigned.

ESSENTIAL DUTIES AND RESONSIBILITIES:

Participant Care:

1. Monitors general health status of participants on a daily basis.
2. Monitors participant nutritional status and refers to Registered Dietitian when appropriate.
3. Administers treatments in accordance with physician orders.
4. Monitors, administers, and records prescribed medications per Title XXII Regulation 54323 and 78317.
5. Assists with personal care needs of participants, meals, and other general care duties.
6. Responsible for managing medical emergencies.
7. Provides other nursing services as directed by the Registered Nurse Supervisor.
8. Conducts Home Care Safety Assessments and reports back to the Interdisciplinary Team.
9. Ensures all assessments are completed and documented in a timely manner.
10. Conducts home safety visits as assigned, ensuring completeness of the PACE enrollment process.

Documentation:

1. Maintains individual participant attendance, skilled nursing care records, medication administration records, and other medical data as necessary to document medical nursing care.

2. Under the direction of the Registered Nurse Supervisor, files written and verbal Incident Reports with the CA Department of Aging, the Department of Health Care Services and Redwood Coast Regional Center upon incident; notifies families or caregivers of incidents.

Coordination:

1. Assists the Registered Nurse Supervisor in updating policies and procedures, as needed.
2. Coordinates Pharmacy Review teams and maintains records.
3. Provides regular contact with pharmacists and facilitates review of medication delivery system when requested by the Registered Nurse Supervisor.
4. In coordination with Home Care Manager, provides training and evaluation of competencies for the CarePartners who are part of the home care team.

Team Support:

1. Monitors safety of the work environment and staff safety practices.
2. Mentors nursing program aides, nursing student interns, and Kitchen Aides.
3. Assists the Director of Redwood Coast PACE and Registered Nurse Supervisor in facilitating department communication regarding participant, caregiver, employee, and program issues.
4. Attends weekly staff meetings, participant conference meetings, and in-service trainings.
5. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.

Advocacy and Education:

1. Attends meetings with outside agencies, caregivers, and families. Networks with other agencies on behalf of program and participants.
2. Provides training to participants and families regarding medications, medical conditions, safety, etc. and provides general health education to community, as requested by the Registered Nurse Supervisor.
3. Communicates with participants' physicians/caregivers regarding participant health concerns and makes recommendations.
4. Assists participants in obtaining medical services from other health service providers; schedules transportation as needed.

EDUCATION &/or EXPERIENCE:

1. Must have a high school diploma or GED Equivalent and successful completion of a Licensed Vocational Nurse Certification program.
2. Must have at least one-year of experience working with a frail or elderly population.

LICENSES OR CERTIFICATES:

1. Must be a current Licensed Vocational Nurse by the California Board of Vocational Nursing.
2. Current CPR and First Aid certification.
3. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, and insured for State minimum liability requirements that can be used for the applicable job functions noted above.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test.

JOB SKILLS:

1. Knowledgeable of physical, social, and mental health programs operating within a licensed health care facility or clinic.
2. Demonstrates the ability to work in a team setting.
3. Demonstrates the ability to comply with required government regulations.
4. Demonstrates administrative and organizational skills; has ability to train and delegate responsibility among staff.
5. Demonstrates the ability to communicate clearly, written and orally, including ability to speak to community groups and organizations.
6. Demonstrates the ability to be self-directed and to problem-solve.
7. Demonstrates the ability to work as part of a team, remaining flexible to changes in job tasks.
8. Demonstrates an interest in working with elderly and disabled adults to enhance and encourage their independence.

PHYSICAL REQUIREMENTS:

1. Ability to sit at a desk and interact with a computer screen for extended periods of time.
2. Hand and arm strength sufficient to operate a keyboard for several hours each day.
3. Physical abilities sufficient to move between different staff work areas, communicate with staff and the public, operate a computer, produce reports, talk on the telephone, and travel to other alternative worksites.
4. Working with elderly and disabled in a variety of Day Center activities.
5. Assisting participants with transfers, ambulation and group exercises, pushing occupied wheelchairs up and down ramps.

6. Assisting participants to and from sitting positions and on and off of large transportation van.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.				X		Reach over shoulder				X	
11-20 lbs.				X		Reach over head				X	
21-50 lbs.				X		Reach outward				X	
51-100 lbs.			X			Climb				X	
Over 100 lbs.			X			Crawl			X		
						Kneel			X		
Pushing/Pulling						Squat					
Under 10 lbs.				X		Sit			X		
11-20 lbs.				X		Walk-Normal Surfaces				X	
21-50 lbs.				X		Walk-Uneven Surfaces		X			
51-100 lbs.			X			Walk-Slippery Surfaces		X			
Over 100 lbs.			X			Stand				X	
Other						Driving					
Keyboard/Ten Key			X			Automatic Trans		X			
Fingering (Fine dexterity)			X			Standard Trans	X				
Handling (grasping, holding)				X							
Repetitive Motion-Hands		X									
Repetitive Motion-Feet		X									

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.

Employee Signature

Date