



Developmental Client Care Industries

Job Title:	Licensed Vocational Nurse	Normal Work Hours:	8:00 a.m. to 5:00 p.m.
Reports To:	QIDP & RN	Job Location	ICF/DD-N home
Starting Salary:	Varied	Job Location Address:	Varied
Minimum Requirements:	Must be at least 18 years of age. California L.V.N. license People skills Writing skills Communication skills	Understanding of First-Aid interventions/CPR certified Good physical assessment skills Good teaching skills	
Monthly Reporting Requirements	Provide direct care services, Supervise DCS staff, Coordinate nursing/medical activities with R.N. daily/P.R.N.,	Review Nursing Care Plans and unusual occurrences, Be on call for day program and staffing concerns.	
Review Date(s)	Annually after 90-day Review		
Fringe Benefits	Vacation Paid Sick Leave (Per California Law) Workers Compensation Insurance Disability Insurance	Health, Vision & Dental Insurance (after 30 days) 401k (after one year)	

Job Description

Role and Responsibilities

- Providing facility with at least eight hours per day as licensed vocational nurse. Transfer doctor's orders to MAR's. Monitor and update Medical Administration sheets.
- Monitor medicine cabinets weekly (for outdated medication, cleanliness, external/internal separate emergency drugs, for security, etc.), and report outcome to R.N.
- Ongoing assessment and intervention of clients' acute status changes, as needed. Notify RN of all acute status changes. Follow-up on emergency visits and recommendations from outside consulting physicians (notify R.N. as needed). Administration of medications, as needed.
- Timely response to pages from group home (within 10-15 minutes). Response time to home, as needed (within 30 minutes).
- Assist with new hire orientation by teaching 2 hour class on vitals signs, medication administration. And other duties related to client health as needed and assigned by R.N. or QIDP.

Additional Duties:

- The LVN is also responsible for working as a Direct Care Staff on a daily basis and fulfilling the duties as needed; according to the job description and/or as deemed necessary.

Direct Care Staff:

- (DCS) is responsible for giving assistance and/or training in basic daily activities to the resident. They shall perform duties as specified in the Daily Activity Schedules. He/She must follow the schedule as written, unless instructed otherwise by the supervisor.
- The DCS will also monitor the health conditions of the clients, and protect the environment of the clients in order to provide a safe and healthy atmosphere in which the consumers may live and grow.



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- Daily Activity Schedule includes: feeding, dressing, bathing, toileting, hand washing, grooming and other care of consumers and their possessions.
- Program activities/Active treatment as outlined on the daily/weekly Program schedules. Providing meaningful leisure time activities and out-of-facility recreational activities for the resident. Must be able to redirect clients when engaging in behaviors.

Duties and Responsibilities:

1. Assist in the implementation of ISP
2. Provide clients personal care services as needed (hygiene, grooming, toilet training, etc.)
3. Assist in the preparation of nutritionally sound meals.
4. Maintain a clean and sanitary home environment: provide housekeeping services.
5. Maintain all data collection forms, notes, and other required documents. Document all significant incidents as they occur using appropriate forms.
6. Administer all client medications, as per facility medication administration procedures.
7. Participate in monthly in-services and training programs.

The Direct Care Staff job requires a minimum of the following:

	Full Shift	Half Shift	Quarter Shift
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Frequently	Occasionally	Quarter Shift
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overhead Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Must be able to lift 30-50 lbs. Do repetitive lifting, pulling

Fine manipulation dominant hand

Ability to pull, push and twist with both hands

Visual and hearing acuity within normal limits (corrective devices are acceptable)



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Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of participants, their families, or employees of the organization.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

Certificates, Licenses, and Registrations:

Satisfactory completion of an approved nursing school with a current license to practice as a Licensed Vocational Nurse.

Other Skills and Abilities:

Knowledge of public health nursing principles, with particular reference to developmentally disabled; of physical assessment techniques and care planning methods; health counseling techniques and practices and community health services and facilities which are available to participants and their families.

Demonstrated skills and experience to assess and monitor developmentally disabled health care; provide counseling; conduct health education/training programs; maintaining accurate written and oral reports; use of sound judgment in emergency situations; deal effectively with families, staff and community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Name (printed) _____

Employee Signature _____ Date _____