



Job Title:	Licensed Vocational Nurse	Normal Work Hours:	Varies
Reports To:	Administrator	Job Location	Assisted Living Facility
Starting Salary:	Varies	Job Location Address:	Varies
Minimum Requirements:	Must be at least 18 years of age	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative but not all inclusive of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
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			
<ul style="list-style-type: none"> Supervises the nursing component of the assisted living facility by providing nursing care and personal care services to participants in the assisted living facility by performing the following duties. Attend daily and weekly care management meeting as well as core meetings. 			

<p>Essential Duties and Responsibilities Includes the Following. Other Duties May be Assigned:</p> <ol style="list-style-type: none"> Conducts initial and continuing nursing assessment of the resident and develops a written plan of care: pre-admission, post change in condition in ADL's. Serves as a member of the multidisciplinary team. Makes residential and hospital visits, and in-home assessments, as needed Monitors health problems and develops and implements nursing care plans. Monitors vital signs for each resident, on a regular basis, notifying doctors if abnormal. Assist residents in maintaining optimum health, coordinating and supervising health-screening programs, assisting with prescribed medications, and giving first aide, as required. Daily monitoring of blood glucose, QAM, QPM and PRN testing. Assess each guest to determine needs for personal care and assistance in activities of daily living such as bathing, grooming, toileting, and eating; include these needs in the plan of care and supervise the provision of these services. Specify short and long term nursing goals in each individualized plan of care. Develop nursing component in the plan of care for each participant capable of benefiting from a continence-training program. Provides observation and monitoring of health status. Provides supportive and restorative nursing as indicated by the treatment plan. Provides health education and counseling to the resident and responsible party when indicated by the plan of care. Provides assistance to the resident in obtaining medical services from providers other than assisted living staff. Acts as the liaison to the resident's personal physician hospice nurse and other health care professionals. Observes guests and reports adverse reactions to medication or treatment to physician, responsible party and licensing as may be necessary. Administers specified medication orally or by subcutaneous, intradermal or intramuscular injection. Provides training in self-administration of medications to participants. Monitors self-administration of medications by participants. Provides training in self-administration of medications to participants. Monitors self-administration of medications by participants.



Maintains the Participant's Health Record Which Includes:

1. Signed monthly progress notes from each member of the multidisciplinary team and outside consultants; records of medications and treatments administered.
2. Provides emergency care, including arrangements for transportation.
3. Notifies the physician of any marked change in the resident's condition.
4. Inventories and requisitions medical supplies for each resident.
5. Coordinate care with Home Health Agencies.
6. Represents the facility in contacts with human service, health care and community organizations, groups and individuals, and with the public; may attend community meetings, particularly those related to aging.
7. Conducts in-service training of the direct care staff.
8. Meets the administrative requirements of the position as follows:

Attends and participates in all meetings; keeps all statistical records, data and reports current and accurate;

Keeps the Administrator fully informed at all times

Assists in in-service training and community training events; maintain health and safety standards at all times;

Takes an active role in the Safety and Injury Program

Maintains all records and documentation as required

Assists in marketing and public relations of the center; be able to explain, discuss, and present the purposes and goals of center, volunteers and the community

Maintains all required procedure manuals for position accurately and up-to-date

Attends outside training and community meetings as assigned.

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 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 in California.



Other Skills and Abilities:

Knowledge of public health nursing principles, with particular reference to aging; 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 elderly 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.

Ability to assume other roles as needed,

Must also be computer literate in word processing and spreadsheets.

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** _____