



## Job Description

**Job Title:** Licensed Vocational Nurse

### **JOB SUMMARY**

A licensed vocational nurse who provides nursing care to clients utilizing the nursing process, including determination of client needs, provision of a safe environment, and encouragement of a high level of employee performance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

1. Provide input in the development, interpretation, and implementation of Nursing Service's philosophy, objectives, standards, policies, and procedures.
2. Utilizes the nursing process in assessing, planning, implementing, and evaluating each client's care and produces a written, basic nursing assessment.
3. Provides input in the development of measurable goals on the Treatment Plan that are mutually set with the treatment team, and client.
4. Documents nursing intervention and client response in progress notes and other areas as appropriate.
5. Provides a safe, therapeutic environment that protects client's rights.
6. Develops a therapeutic relationship with assigned clients and encourages clients' independent behavior.
7. Sets appropriate boundaries on clients' behavior.
8. Establishes and maintains professional contact with the client's physician and counselor, in order to assist in planning the client's care.
9. Assists with group therapy with appropriate approval and instruction.
10. Assesses client's physical needs and emotional needs and provides general nursing care as required.
11. Admits, discharges, and transfers clients based on physician orders.
12. Ensures that clients and families are oriented to the program.
13. Provides input in the discharge plans and collaborates with the Treatment Team regarding discharge planning for each client.
14. Collaborates and communicates with members of other disciplines in a professional manner.
15. Provides teaching to clients and families as indicated by MD, RN or Nurse Manager.
16. Receive and record verbal orders from physicians to administer medications and/or treatments.
17. Administers medications appropriately.
18. Observes client behavior for changes, in order to intervene appropriately, guides other professional nursing staff, communicates changes to appropriate staff, and records changes promptly.
19. Reviews medical records, checks, and verifies physician orders, and documents these orders, per facility policy and procedure.
20. Participates in staff development activities, as appropriate.
21. Completes assigned discipline-specific competencies as indicated per facility policy and procedure; participates in performance appraisal.



22. Attends staff meetings and other mandatory trainings as required. Leads Shift briefing at the beginning and end of shifts.
23. Promotes a lifestyle of recovery and wellness.

**QUALIFICATIONS:** An individual must be able to perform the duties in a positive work mode and serve as a positive role model and influence for clients and peers. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age; required health screening, TB clearance, criminal record clearance.

**1. EDUCATION/EXPERIENCE:** Currently Licensed in California as a Licensed Vocational Nurse. One (1) year experience working in the mental health field required. Residential setting experience is preferred. If an employee does not have a minimum of one (1) year fulltime experience working in a program serving people with a psychiatric diagnosis, then a plan of supervision is required and will be put into place. Valid State Driver's License.

**2. LICENSES/CERTIFICATIONS:** Valid State Driver's License. Valid First Aid / CPR certified.

**3. LANGUAGE/CULTURAL SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy/procedure manuals. Ability to write routine reports, correspondence, and document client behavior. Ability to speak effectively before groups of clients or employees of organization. English required, Bilingual preferred. Solid understanding of a variety of cultures and able to effectively communicate, understand and correspond with those cultures. This position does not supervise other positions.