



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### LICENSED VOCATIONAL NURSE

**DATE POSTED:** **September 8, 2016**      **APPLICATION DEADLINE:** **Open Until Filled**

**Position no. / Range:** 0082/ 47.01

**Union Status:** Non- Union

**Starting Pay/ Range:** \$21.00 p. hr.

**Status/ Hours:** FT / Non- Exempt

**Hours of Work:** 9:00 am- 3:30 pm

**No. of Weeks:** 52

**Location:** 851 S. 35<sup>th</sup> St. SD, CA 92113

**Dept. / Program:** Adult Day Health Care (ADHC)

#### **Basic Job Assignment:**

Under direction of the Charge Registered Nurse at the Adult Day Health Care (ADHC), the Licensed Vocational Nurse (LVN) performs nursing care services for adult patients who have chronic cognitive and physical health problems, and performs related work as required.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Vocational nursing principles, procedures and techniques used in the care and treatment of long-term rehabilitation, geriatric and/or psychiatric patients, including first aid, vital signs, charting, medications, treatments and patient hygiene. The ideal candidate will also have the ability to maintain accurate written records, charts and reports of patient activities and progress; utilize word and excel and other electronic records software; Establish and maintain effective working relationships with patients, care givers and fellow staff members; Communicate effectively, both orally and in writing; Evaluate patients and assist in development of care plans; Respond appropriately to medical emergencies; Follow oral and written instructions; Instruct patient and families on patient care techniques; and Administer medications and treatments. The ideal candidate must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- A minimum of two years of full-time vocational nursing experience in a psychiatric and/or geriatric facility; **AND**
- A valid Vocational Nurse License issued by the state of California;
- Current CPR certification;
- Successful completion of physical examination and a current TB clearance that must be maintained every four years.



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### **Example of Major Functions:**

- Provides nursing care to adult patients who have chronic cognitive and physical health problems in a person-centered care environment;
- Performs ADL assessment on new patients;
- Administers medication under doctor's orders, monitors the correct use of drugs and other medications and identifies any side-effects or reactions;
- Consults and communicates with doctors and other professional staff in designing and/or revising appropriate treatment plans for clients, in ongoing treatment of patients and in changes in patient status (i.e., notifying doctor of hyperglycemia);
- Checks vital signs;
- Ensures that special and regular diet meals are served per doctor's orders;
- Documents food intake for each patient;
- Monitors blood glucose levels as necessary;
- Informs and/or instructs the patient about the medications prescribed and the possible side effects, etc.;
- Monitors patient hygiene and coordinates with patient and care giver to ensure proper hygiene.
- Performs various administrative functions involved in client care;
- Transcribes doctor orders;
- Updates diet orders in treatment plan and bulletin board;
- Prepares diet cards and other CACFP duties
- Maintains patient charts, files and the treatment book;
- Makes progress notes;
- Assists with bus boarding and unloading; Creates necessary sheets (e.g., treatment schedule, vital sign, progress note, etc.) on a monthly basis.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

- ***Please submit a DMV H-6 printout with your application if requested/ required.***

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

### **BENEFITS:**

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**