

Title: LVN

Minimum Qualifications/Requirements: 2-year minimum experience treating a substance use population and 12-step model, and 1 year of sobriety if recovering; and provide current California LVN license (or higher or equivalent license), current CPR/First Aid certification, annual TB, Health screen upon hire (C3)

Reports to : Operations Manager and Physician

Basic Functions : Front line interactions with residents' daily programming, ensures residents' program compliance of rules and regulations, exercises good role modeling, and demonstrates proper code of ethics and protocol of documentation.

Responsibilities:

- Monitors resident's charts
- Ensures resident's medications are being taken as ordered by the doctor
- Maintains a daily medication count
- Oversees all medical appointments with outside providers.
- Facilitates residents' daily activities in the facility, wake up, chore supervision, assists with meal service, and assists with laundry.
- Observes and monitors residents' behavior and intervenes based on schedule, individual resident's treatment plan and facility needs.
- Facilitates assigned groups/meetings/activities per program schedule.
- Documents observations/milieu interventions in resident records (minimum of one entry per shift/group)
- Coordinates milieu treatment with counseling staff (via resident record, staff communication, and counseling/staff meetings).
- Writes in staff shift log (including check-in and check-out as well as a summary of the shift events).
- Provides transportation to and supervision of residents at community 12-step meetings per program schedule
- Transports residents per supervisor's directives (for court, doctor's appointments, ancillary services, etc.).
- Ensures resident telephones are available (ringer on) during designated hours.
- Supervises self-administration of resident medications (only after provided with appropriate training).
- Ensures physical plant safety and security by conductive regular facility checks, fire drills, and disaster drills per policy and procedure.
- Orients new residents to house rules.

- Conducts check-in of new residents including search of belongings and lock-up of contraband and medications.
- Provides 1:1 supervision of at-risk residents (ATA risk, suicidal ideation, etc.) per directive from Supervisor.
- Follows emergency procedures exactly (including paging protocol, etc.)
- Provides ATA (Against Treatment Advice), prevention including 1:1 counseling, notification of assigned counselor and immediate notification of Supervisor or a Counselor, whenever a resident talks about leaving the program.
- Supports aftercare component by facilitating aftercare groups and conducting sober living house checks (when assigned).
- Conducts UA drug screen collection when directed, following appropriate procedures.
- Performs TB testing.
- Reads TB results.
- Documents TB results into resident's chart.
- Other duties assigned by Supervisor.

Physical Demands and Work Environment

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform

each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Job Type: Full-time

Required education/license or certification:

- LVN

Name

Signature

Date