



**Immediate Opening for  
LVN – LICENSED VOCATIONAL NURSE  
PART-TIME 26-28 HOURS/WEEK**

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**Responsibilities:**

Under the direction of the Lead Registered Nurse (RN), the Licensed Vocational Nurse (LVN) provides nursing services in the Adult Day Health Care Program and other programs as needed, overseeing an average total participant population of 120, approximately 64 daily. The LVN must be familiar with and adhere to all Title 22 ADHC regulations. The Mt. Diablo and Bedford Centers serve multi-cultural participants and the LVN must be sensitive to these cultures, customs and diversities and effectively use program translators as needed for communication. LVN's are an intricate part of our nursing department and must communicate regularly with the RN's regarding observations and any adverse issues pertaining to participants. The LVN works as a member of the CiA team to meet our mission to provide the services needed for frail elderly and disabled adults to remain independent and retain their dignity while engaging in an active social life.

**Essential Functions: (Under the direction of the Registered Nurse)**

1. Take and record participant vitals including:
  - Finger sticks and blood glucose level readings
  - Blood pressure and temperature readings
  - Weights
2. Update flow sheets, ensuring accurate accounting and data entry.
3. Input information regarding participant observations, monitoring and health statuses into Progress Notes, Turbo Tar and Nursing Flow Sheets in a timely manner.
4. File appropriate documents in participants' charts.
5. Observe participants closely and report any sign of treatment complications, adverse medication reactions, alertness, change in participation levels, personal care, hygiene, Instrumental Activities of Daily Living and stand by assistance issues to RNs.
6. Update the Lead RN and other RN's on site of any participant with a change in condition.
7. At the direction of the RN inform the physician and staff of changes in participant's conditions and needs; request and file lab results and manage the fax binder.
8. Work with the medical doctor to keep medication list updated.
9. Communicate with family regarding medication refills.
10. Print out new month MAR (Medication Reconciliation form)
11. Ensure medications are distributed properly by:
  - Reconciling medication with doctor's orders
  - Preparing medications for distribution
  - Passing medications to participants and observing ingestion of medications
12. Assist in all programs with feeding and toileting. Develop a one on one relationship with all participants to ensure positive rapport.
13. Provide routine intervention as requested by RN.
14. Perform other duties as required to ensure the safety and well being of the clients to complement the services of the agency.

15. When directed by the RN, provide emergency care for participants and respond immediately to any participant change in condition.
16. Complete an Incident Report when appropriate and submit to the Program Director the day of an incident.
17. Fax quarterlies and medication sheets every four months and reassessments every six months.
18. Order supplies for MDC and Bedford.
19. All other duties assigned by your supervisor.

**Minimum Qualifications:**

1. Graduate of a California accredited School of Vocational Nursing or Graduate of an accredited Out-Of-State School of Practical/Vocational Nursing.
2. Possess current active:
  - a. California License for Vocational Nursing
  - b. CPR and Basic First Aid card
3. Minimum of one year of practice in a health setting, serving people with disabilities and/or elders.
4. Basic computer literacy including email, word, internet etc.
5. Public Health experience is preferred.
6. Must possess good communication skills in order to support people with disabilities and/or elders.
7. Must have the ability to read, write and speak English clearly.

**Typical Physical Demands:**

1. Safely and physically assist with toileting participants.
2. Have the ability to hear and respond to buzzer sounds for assistance in the bathroom.
3. Have the ability to see participants in the program in order to observe and respond to needed assistance.
4. Have the ability to speak clearly and with volume for hearing impaired participants.
5. Be able to push, pull, move, and assist with transferring adult participants.
6. Be able to push, pull, move and lift over 25 pounds of program equipment and supplies.

**Job Specifics:**

**Hours:** 26-28 hours/week, Monday to Friday between 9:30am-3:30pm.

**Applications:**

Please submit your cover letter and resume to:  
employment@choiceinaging.org  
or Fax to: 925-849-1784

**Please note:** The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position.

**No phone calls please.**

Visit [www.choiceinaging.org](http://www.choiceinaging.org) to learn more about Choice In Aging  
For more information on Adult Day Health Care, see [www.adultdaycc.org](http://www.adultdaycc.org).  
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