

PSW
194 West Poplar Avenue
Porterville, CA 93257

External Posting - closes 11/25/2024 @ 4:00 p.m.
Job Opportunity

Posting Date: 11/15/2024

Internal Application Deadline: 11/19/2024 @ 4:00 p.m.

Position: LVN (Licensed Vocational Nurse)

Department: Adult Services Center

Grade: 3 - \$18.00 - \$33.40/hr

Status: Regular

Job Summary: To perform duties related to individuals' health care needs. Responsible for basic care and feeding of individuals with intellectual/developmental disabilities. Responsible for the documentation of progress toward their goals, as required by the program. Works closely with Program Coordinator & Program Supervisor III to assist individuals in their personal care.

Supervision Received: Works under the direction of the ASC Program Supervisor III or Designee as assigned.

Education & Experience Required:

1. High School Diploma or GED from an accredited national or regional agency. and
2. State of California license as a Licensed Vocational Nurse (LVN)
3. Current Basic Life Skills certification
4. Prefer two (2) years' experience working in LVN capacity.

Special Skills & Knowledge:

1. Ability to read and comprehend instructions, correspondence, and memos. Ability to write accurate, legible correspondence. Must have good spelling and grammar skills. Must have working knowledge of Word and Excel. Ability to effectively present information in one-on-one and small group situations to customers, individuals, and other employees of the organization.
2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimal. Ability to compute rate, ratio, and percentages.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several variables.
4. Must be familiar with Restricted Health Condition Care Plans.
5. Must be able to pass Dept. of Social Services Licensing Requirements

Duties & Responsibilities:

Reference job description for details.

All PSW internal applicants must have an "Usually meets" rating on current and/or immediate preceding year's annual evaluation to be eligible to apply.

For further information, please contact:

"Bo" Olivia Ortiz at (559) 784-1399 ext. 1007 or Cheryl Haugen (559) 784-1399 ext. 1015

Send Internal Applications to Human Resource Department

PSW

Job Description

Job Title:	Licensed Vocational Nurse
Job Summary:	To perform duties related to individuals' health care needs. Responsible for basic care and feeding of individuals with intellectual/developmental disabilities. Responsible for the documentation of progress toward their goals, as required by the program. Works closely with Program Coordinator & Program Supervisor III to assist individuals in their personal care.
Salary Grade:	3
Supervision Received:	Works under the direction of the ASC Program Supervisor III.
Supervision Exercised:	May oversee employees in the performance of duties related to the health care needs of the individuals.
Education Required:	High School diploma or equivalent from an accredited national or regional Agency ; Must have and maintain current licensure as a Licensed Vocational Nurse in the state of California; Must have and maintain current BLS (Basic Life Skills) certification.
Experience Required:	Prefer two (2) years' experience working in an LVN capacity.
Special Skills & Knowledge Required:	<p>Ability to read and comprehend instructions, correspondence, and memos. Ability to write accurate, legible correspondence. Must have good spelling and grammar skills. Must have working knowledge of Word and Excel. Ability to effectively present information in one-on-one and small group situations to customers, individuals, and other employees of the organization.</p> <p>Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.</p> <p>Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several variables.</p> <p>Must be familiar with Restricted Health Condition Care Plans</p>

Job Essential Elements:

1. Must be able to pass a pre-employment drug screen, physical and criminal background check.
2. Must be at least 18 years of age or 21 to drive for PSW.
3. If required to drive PSW vehicle or personal vehicle for company business, must have and maintain valid California driver's license and DMV record acceptable to PSW insurance. Must maintain current vehicle insurance with a copy on file when using personal vehicle for PSW business.
4. Must be able to individually lift 50 pounds from floor level to waist height observing appropriate safety practice when lifting, stooping or bending and in the performance of all other job functions.
5. Must be able to use proper two person lifting techniques.
6. Ability to respond effectively and have strength and agility to assist with supported individuals who have mobility, behavioral, and/or physical limitations.
7. Must work cooperatively with co-workers, individuals, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality.
8. Must be at work when scheduled unless otherwise excused by supervisor.
9. Must demonstrate punctuality in the performance of all other job duties.
10. Must be able to communicate clearly and concisely, in English, both verbally and in the written form.
11. Observe all workshop departmental policies and procedures.
12. Operate a variety of modern office machinery.
13. Prepare reports, correspondence, and office forms.
13. Must be able to multi-task.
14. Must be able to complete all other duties as assigned.

Job Duties :

1. Obtain and interpret information in terms of the individual's needs and has an understanding of the range of treatment needed for all individuals.
2. Develop and maintain a written Restricted Health Condition Care Plan for individuals with a restricted health condition.
3. Provide training to all PSW employees that will be participating in meeting an individual's specialized care needs.
4. Reviews performance of PSW employees that participate in meeting a individuals specialized care needs as often as necessary, but at least annually.
5. Observes individuals, charting and reporting changes in individual's condition such as adverse reactions to medication or treatment.
6. Administers prescribed tube feeding supplement formula and other fluids and note times and amount on individual's charts.
7. Measures and record individuals' vital signs, such as height, weight, temperature, blood pressure, pulse and respiration.
8. Assembles and use equipment such as catheters and tracheotomy tubes, G-tubes, Colostomy bags.
9. Teach employees on health care topics such as diabetes.