



Department of Developmental Services

# Community State Staff Program



For more information, visit: [www.dds.ca.gov/devctrs/dclnitiatives\\_community.cfm](http://www.dds.ca.gov/devctrs/dclnitiatives_community.cfm)

**National Support Services, Inc.  
Position #472-084-8286-992**

**Job Title/ Classification: Licensed Vocational Nurse**

**Work Hours:** 6 am -2 pm    2 pm – 10 pm

**Time Base:** FULL TIME

**Days Off:** Saturday and Sunday

**Location:** Los Angeles, Culver City and Escondido

**Post Date: April 15, 2020**

**Final Filing UNTIL FILLED**

**Information Session:** None at this time

**Location:** None at this time

**Conference Number:** None at this time

**Position Description:** Plans and implements the nursing care of residents within the ARFPSHN setting with the supervision of a Registered Nurse and or Home Administrator. Responsible for ensuring continuity of care of the residents between shifts by providing direct care as well as supervising the care given by DSPs and supportive staff members. Participates in resident and family teaching. Maintains role as resident advocate with a focus on the facility's mission.  
(For complete duties, please see the duty statement on the following page)

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- Desirable Qualifications:**
- ❖ **Able to communicate and collaborate with individuals, families, Regional Center staff and other health care professionals in meeting each consumer's identified needs.**
  - ❖ **Flexible work hours and ability to drive a motor vehicle on outings.**
  - ❖ **Analyze situations accurately and take effective action.**

**Who May Apply:** Any permanent DDS/DC/CF employee who has passed their probation period in the classification advertised.

**Selection Process:** All applications will be screened and only the most qualified may be interviewed.

**How to Apply:** Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:

**Southern CA** Community State Staff Program  
State Operated Facilities Division  
2501 Harbor Blvd  
Costa Mesa, CA 92626  
Attn: Sandra Middleton, PD

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: Southern California Coordinator at (714) 957-5593.

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
COMMUNITY STATE STAFF PROGRAM  
National Support Services, Inc.  
LICENSED VOCATIONAL NURSE  
DUTY STATEMENT**

**Classification/Title:** LICENSED VOCATIONAL NURSE

**Work Location:** Los Angeles, Culver City or Escondido

**Days Off:** Saturday and Sunday

**Work Hours:** AMs 6am-2pm PMs 2pm-10pm

**GENERAL STATEMENT OF DUTIES:** Follows established standards and procedures, provides supervision, care, support, and training to individuals with Developmental Disabilities, in a home setting. Assist individuals with dining, toileting skills, grooming, and appearance. Analyze situations accurately, take effective action; follow directions and communicate effectively in English. Have knowledge of state and federal laws, Regional Centers, Department of Social Services, Department of Developmental Services, and State Council on Developmental Disabilities. Have knowledge of Title 17 and 22. Have knowledge of dual diagnosis, Individual Program Plans, residents' service needs, emergency disaster protocol and behavior plans. May be asked to work extended hours and/or varying shifts. Responsible for attending training and participate in National Support Services' meetings. May be required to drive on community outings and escort individuals in a company owned vehicle. Is a motivated, independent individual who can organize workload so that all functions are completed appropriately. Is a mandated reporter of observed or suspected neglect or abuse and reports in accordance with regulations.

**SUPERVISION RECEIVED:** Day to day functional supervision will be provided by National Support Services' Home Administrator and or Lead RN. Performance appraisals will be completed by National Support Services' Home Administrator in conjunction with the Community State Staff Coordinator.

**SUPERVISION EXERCISED:** Direct Support Professionals and supportive staff members.

**PHYSICAL DEMANDS:** No lifting restrictions. Must possess and maintain sufficient strength, agility and endurance to perform the duties contained in this duty statement. Will perform a variety of physical activities including standing, walking, bending, twisting, reaching at or above shoulder level, gripping, grasping, lifting, carrying, pushing, and pulling. Occasional running, climbing, kneeling, traveling, squatting, sitting and balancing as required. Working on irregular surfaces; and periodically requires extraordinary physical activity. Must maintain ability to drive a motor vehicle and possess a valid CA driver's license. Ability to complete all training as required by applicable regulations, including but not limited to Direct Support Professional Training 1 and 2, CPR and Pro Act. Will be responsible to maintain and renew Licensed Vocational Nurse license as required by law.

**TYPICAL WORKING CONDITIONS:** Daily on-going interaction with residents with developmental disabilities who may display aggressive and/or self-injurious behaviors. Will have on going communication with family members, co-workers and public entities. May have potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a community home environment. Will follow proper infection prevention and control procedures and supervise staff in infection prevention and control procedures. Ability required for active listening, interacting effectively with management, social perceptiveness, ability to maintain confidentiality, be detail-oriented and flexible.

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<p>You are a valued member of National Support Services team. You are expected to work cooperatively with team members and others to enable National Support Services to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.</p>	
%	<p><b>ESSENTIAL DUTIES</b></p> <p>Maintain a safe, clean and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all residents. Provide positive interventions and Active Treatment to all individuals. Maintain skills in organization, time management and analytical problem solving. Good written and verbal communication skills, positive interpersonal skills, multi-tasking, critical thinking and active listening skills. Report any incidents or evidence of abuse or violation of residents' rights to Administrator and appropriate agencies. Maintain the philosophy of the company to provide a holistic multi-dimensional approach. These essential functions will be ongoing when performing the following duties:</p> <p style="text-align: center;"><b>Percentages may vary based on operational needs.</b></p>
25	<p><b>Assists residents in all activities of daily living such as bathing, toileting, dressing, grooming, dining and communicating other resident needs they may have. These duties include lifting, positioning and assisting in the individual mobility.</b></p> <ol style="list-style-type: none"> <li>1. Implement plan of care of the resident based on assessments and goals established by the care team.</li> <li>2. Treat residents and their families with respect and dignity. Identify and address psychosocial, cultures, ethnic and religious/spiritual needs of residents and their families.</li> <li>3. Supervise other members of the healthcare team as needed to accomplish the plan of care which has been developed.</li> <li>4. Function as a resident advocate by protecting the residents' rights.</li> <li>5. Provide training that will assist the individual in maximizing their independence.</li> <li>6. Provide services that will assist each resident in achieving maximum social, emotional, intellectual, developmental, cognitive growth, individuals' rights, ability to make choices, and access will be considered at all times.</li> <li>7. Provide positive intervention and Active Treatment for all residents.</li> <li>8. Support each resident per their Individual Program Plans (IPP) objectives using appropriate methodology (including setting limits for behavior and adhering to a behavioral program for each person)</li> <li>9. Assist staff with maintaining the physical environment of the home. Including housekeeping duties. (Cleaning designated areas, changing linens, vacuuming, dusting, mopping, surface cleaning and bathroom details).</li> </ol>
	<p><b>Assists staff in occupational, recreational, vocational and educational therapy programs for the individuals. Escorts individuals in the community.</b></p> <ol style="list-style-type: none"> <li>1. Demonstrates creativity in solving problems and looking at situations in new and innovative ways.</li> <li>2. Exhibits genuine interest in and appreciation of residents in later years of life.</li> </ol>

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20	<ol style="list-style-type: none"> <li>3. Participates in orientation of new staff and assists in performance evaluations when needed.</li> <li>4. Interact with residents, families, co-workers, managers and other staff in a kind, knowledgeable and friendly manner.</li> <li>5. Functions as a leader for the DSPs; delegates in a manner that contributes to the excellence of National Support Services.</li> <li>6. Is accountable for the health, safety, and welfare of the residents at all times</li> <li>7. Will engage residents in activities that provide opportunities for learning and practice of skills tailored to their specific needs.</li> <li>8. Support the needs and goals of each resident such as escorting them to community training sites, medical appointment, clinics, visiting families and friends, taking them to participate in leisure activities, and encouraging them to socialize with peers.</li> <li>9. Includes obtaining data and implementing objectives and plans, as well as behavior interventions.</li> </ol>
20	<p><b>Observes residents' physical condition and behavior and reports significant changes to appropriate team member. Responds to emergencies that involve the use of medical/behavioral intervention techniques. Provides one-to-one supervision/direct observation of residents on special precautions, such as elopement risks, suicide risks, serious medical condition and risk of serious self-injurious behavior to the individuals.</b></p> <ol style="list-style-type: none"> <li>1. Assesses residents on admission and on a daily basis as well as when conditions change. Documents appropriately.</li> <li>2. Assesses the resident's condition and nursing needs, prescribes appropriate nursing action.</li> <li>3. Ability to adequately assess and reassess pain. Utilizes appropriate pain management techniques.</li> <li>4. Documents changes in residents' condition and nursing care on progress notes and care plan.</li> <li>5. Meets current documentation standards and policies.</li> <li>6. Provides intervention that ensures safety to both individuals and staff.</li> <li>7. Monitors emergency equipment, medication and treatment supplies.</li> <li>8. Provides behavior management support; reinforcement, intervention technique utilization including highly restrictive interventions.</li> <li>9. Collects and records data as outlined in National Support Services' policy and procedures and provides follow up as needed.</li> <li>10. Provides documentation and follow-up as needed.</li> <li>11. Document communication between the resident, staff, day program, family, professionals and others related to the individual's needs.</li> <li>12. Notifies Home Administrator whenever the individual has sustained injury.</li> <li>13. Initiates an incident report when required.</li> <li>14. Initiates health care plans and objectives and monitors temporary conditions.</li> </ol>
	<p><b>Performs nursing procedures, such as administering medications and treatments including oral medication, hypodermic injections, urinary catheterization, enemas, taking and recording temperature, pulse, blood pressure, respirations,</b></p>

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10	<p><b>and first aid as authorized within the scope of the Licensed Vocational Nurse nursing requirements.</b></p> <ol style="list-style-type: none"> <li>1. Demonstrates competence in technical and manual skills according to scope of practice for Licensed Vocational Nurses.</li> <li>2. Performs all aspects of resident care in an environment that optimizes resident safety and reduces the likelihood of medical/health care errors.</li> <li>3. Must possess a current/valid Licensed Vocational Nurse license.</li> <li>4. Ability to interpret results of waived tests; take appropriate action on waived tests results.</li> <li>5. Administer medications and follows the medication rights and reduces the potential for medication errors.</li> <li>6. Notifies physician of changes in resident's condition and follow through until appropriate action is taken.</li> <li>7. Notes and carries out physician's orders in a timely manner.</li> <li>8. Gives thorough report to oncoming shift by participating in walking rounds and documenting appropriately on calendar for upcoming needs.</li> <li>9. Follows through as needed on information given by shift report, resident or family regarding resident concerns.</li> <li>10. May require specialized skills in ostomy care/feeding techniques/respiratory care and adaptive equipment use and any other procedure authorized.</li> <li>11. Assist medical personnel as needed.</li> <li>12. Documents in treatment records medication/treatments the residents have received.</li> <li>13. Records the residents' response to treatment.</li> <li>14. Ensures all medical and dental needs are documented in record and reported to Home Administrator.</li> <li>15. Performs basic nursing duties, such as taking vital signs and measuring and recording intake and output, height &amp; weight.</li> <li>16. Provides assistance/supervision with self-administration of medications.</li> <li>17. Attends residents' meetings to develop an understanding of and reasons for treatment being given to the individual and acts as an advocate for the resident.</li> </ol>
5	<p><b>Participates as a member of the Interdisciplinary Team in all aspects of the development and implementation of the Individual Program Plan.</b></p> <ol style="list-style-type: none"> <li>1. Initiates and leads resident care conferences and updates plan of care, as appropriate.</li> <li>2. Supports and maintains a culture of safety and quality.</li> <li>3. Responsible for the development and implementation of Health Care, Skill Tasks and Behavior Plans and Objectives.</li> <li>4. Prepares pre-conference assessments as required.</li> <li>5. Attends all review conferences for assigned individuals. Assists with the development of long range goals, skills task, behavioral plans and objectives</li> </ol>

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<b>MARGINAL DUITES</b>		
10	<p><b>Performs light housework duties. (Includes but not limited to: laundry, bed making, ordering of personal supplies, and clothing).</b></p> <ol style="list-style-type: none"> <li>1. Care of individuals' clothing, personal property and their storage areas.</li> <li>2. Check all fire alarms and fire extinguisher(s) to make sure they are updated and functioning.</li> <li>3. Responsible for food shopping, preparation, serving, and clean up.</li> <li>4. Participate and provide a positive dining experience.</li> <li>5. Responsible for individuals' personal laundry.</li> <li>6. Perform other related duties and assignments as required.</li> </ol>	
5	<p><b>Maintain adaptive equipment and report any hazards.</b></p> <ol style="list-style-type: none"> <li>1. Demonstrates ability to remain calm in emergency and/or stressful situations and gives everyone a feeling of confidence that situations is under control.</li> <li>2. Consistently follows the policies and procedures of National Support Services.</li> <li>3. Maintain adaptive equipment through proper handling and cleaning as indicated.</li> <li>4. Report and correct any hazard/unsafe environment situation or defective equipment immediately to the Home Administrator.</li> </ol>	
5	<p><b>Attends and participates in training as required.</b></p> <ol style="list-style-type: none"> <li>1. Attends at least 4 National Support Services' meetings annually.</li> <li>2. Responsible for obtaining the required CEUs for license renewal.</li> </ol>	
<p><b>SUPERVISOR'S STATEMENT:</b> This duty statement including the essential duties and performance standards has been reviewed by undersigned. The employee's signature indicates his/her ability and willingness to fulfill the duties of this classification.</p>		
National Support Services Supervisor's Name (Print)	National Support Services Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date
<p><b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b></p>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Employee may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods and to balance the workload.</p>		
Employee's Name (Print)	Employee Signature	Date

Revised 10/11/17