



Woodland Residential Services

LICENCED VOCATIONAL NURSE/ LICENCED PSYCHIATRIC TECHNICIAN JOB DESCRIPTION

Qualifications

- Valid and current California LVN/LPT license
- Criminal record clearance from DOJ/DHS
- At least three (3) character and/or past employment references
- Mature and emotionally stable
- Ability to function as a member of a team (able to get along with co-workers and foster a harmonious/respectful environment)
- Ability to effectively supervise non-licensed staff while on duty
- Ability to effectively communicate with facility RN and physician, and other professional as needed
- Ability to perform accurate documentation, including but not limited to, at least one head to toe data collection per shift and one nursing note per client per shift.
- Physically able to perform the essentials of the job

Responsibilities

Medications/Nursing

- Pass routine and PRN medications and/or G-tube feedings as specified in physician's orders
- Change G-tubes according to physician's orders
- Follow and carry out individual client nursing care plan
- Order medications from pharmacy once per week and as needed
- Make timely requests for needed over-the-counter medications from designee
- Take and process telephone orders from facility physician
- Ensure the orderliness of the medication cabinet
- Be active in assuring quality of facility, safety and infection control
- Responsible to report directly to the RN any client change of condition or medical concerns

Direct Patient care Duties

- Responsible to shower at least one client each shift
- Responsible to provide incontinent changes for at least two clients throughout shift
- Responsible to provide personal hygiene for at least two clients throughout shift
- Maintain clients in a clean, dry and appropriately dressed fashion
- Assist clients in & out of beds/chairs/couches/wheelchairs etc.

Active Treatment

- Participate in the development of the Individual Service Plan (ISP) for each client
- Responsible to know and be able to carry out client ISP as well as informal client training
- Responsible to ensure an Active Treatment environment is evident within the facility
- Monitor client's progress toward meeting their goals and objectives as determined by the Interdisciplinary Team
- Know and be able to carry out behavior protocols should they exist for any client in the facility as well as instruct Direct Care staff (DCS) to appropriately carry out behavior protocols



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- Know clients diets and consistency and ensure diet orders are followed. Instruct DCS on proper preparation

Housekeeping/Misc

- Cooking /serving food at temperatures consistent with regulations
- House-keeping duties as assigned or become evident
- Have general knowledge of and comply with state and federal regulations and continue to add to knowledge base
- Follow all company Policies and Procedures and ensure all other staff adhere as well
- Respect/protect client privacy during changing, showering, dressing and while caring for the client
- Other duties as assigned by the RN, QIDP and/or Administrator

