

SPECIAL SERVICE FOR GROUPS, INC.

JOB ANNOUNCEMENT

Title: Licensed Vocational Nurse (LVN)—Highland Park
FLSA: Non-Exempt/Full-time (40 hr./wk.),
Pay Range: \$27.00-\$35.00/hour DOE

Division: APAIT
Supervisor: Clinical Program Manager
Updated: 04/09/2024

GENERAL SUMMARY

Under the supervision of the Clinical Program Manager, the Licensed Vocational Nurse (LVN) will be responsible for monitoring client activities in a residential housing program to ensure compliance with program policies and expectations. This is a full-time position, partly a residential role and partly in a behavioral health setting. A strong team player and people oriented LVN will participate in the treatment planning, administer medication, as well as implement and chart treatment interventions. The candidate collaborates with other professional disciplines to ensure effective patient care delivery and achievement of desired recovery outcomes. The candidate is also responsible for ensuring the safety of clients and the security and sanitation of the housing program. Experience working with diverse ethnic and cultural communities is a must, including, but not limited to the following target populations: people of color, gay/lesbian/bisexual/transgender individuals, and individuals with limited English proficiency, undocumented immigrants, substance users, and homeless persons, of varying ages.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Administer oral and intramuscular medications at clinic and field-based residential sites including housing programs.
2. Administer intramuscular vaccinations and other shots for agency stakeholders including staff and consumers.
3. Conduct HIV/STI testing and coordinate laboratory screening with clinical team as needed.
4. 60% of time will be based at agency residential housing site and the remainder at behavioral health clinic office setting approximately located two miles away from each location.
5. Monitor and authorize entrance and departure of clients and employees to maintain security of premises.
6. Monitor clients and conduct room checks; maintain records of client compliance of program rules; and report to clinical and case management staff, assisting as required.
7. Ensure safe operations by reporting and correcting any spills, unsafe working conditions, or defective equipment.
8. Maintain housekeeping; and verify all common areas, laundry areas and restrooms are clean and disinfected & fully operational; stock program supplies.
9. Assist program staff during provision of services to clients, including meal preparation/serving, set-up for classes, meetings, recreation, and other Program events.
10. Act as a role model, providing guidance on adhering to house rules and assisting with conflict resolution.
11. Interpret agency purpose and mission to the community.
12. Other activities as required to conduct program and agency objectives.
13. Regular attendance; position will require flexible hours including evenings/night-shifts, weekends, and some holidays.

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Current CA LVN license and has a license in good standing.
2. Upholds HIPAA regulation.
3. Great attitude and strong interpersonal skills; and ability to relate to individuals from diverse backgrounds.
4. Ability to coordinate multiple projects and tasks simultaneously in a high-pressure work environment.
5. Ability to master a wide-range of information, adapt, take initiative, and work in a team-centered environment.
6. Valid California driver's license, plus proof of car insurance.
7. Reliable transportation.

SPECIAL SERVICE FOR GROUPS, INC.

JOB ANNOUNCEMENT

8. Verification of employment eligibility and passing of background check.
9. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.
10. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.
11. Bilingual in Spanish is preferred.

SUPERVISORY RESPONSIBILITIES

1. This incumbent does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.

Physical Requirements

1. In the course of performing this job, this position typically spends time sitting, standing, walking, carrying (max. 20 lbs), lifting (max. 20 lbs), listening, and speaking.

Mental Requirements

1. This position requires someone that can accommodate to any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

Application Process:

Please submit cover letter & resume by e-mail to: Jeremy at jeremyv@apaitonline.org. No phone calls please.

*Special Service for Groups, Inc. (SSG) is an Equal Opportunity/Affirmative Action Employer
SSG will consider for employment qualified applicants with criminal histories in a manner consistent with the
requirements set by law.*