



POSITION TITLE: Adult FSP Licensed Vocational Nurse (LVN)

PRIMARY SUPERVISOR: Director of Adult Outpatient Services

DEPARTMENT: Outpatient/Mental Health

SUPERVISES: N/A

STATUS: Non-Exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience and based on appropriate industry standards.

POSITION DESCRIPTION: The Licensed Vocational Nurse is an integral member of the Adult Full Service Partnership (FSP) multidisciplinary team and helps to coordinate the medical treatment of each Adult FSP client. This person is responsible for assessing each client designated for Adult FSP upon, during, or prior to enrollment in FSP. After placement, the agency LVN will contact and conduct home visits as often as needed, depending on the needs of the individual client and the individualized health care plan. The LVN will monitor, coach, and train clients to attend to their medications and health condition and oversee the medical treatment of each client. This person will assist the psychiatrists with scheduling, communication with outside providers, and data entry into the customer record via EHRs. This person shall be licensed and in good standing with their affiliated Board in the State of California and have at least two years of experience working with seriously mentally ill and substance addicted adults.

REQUIREMENTS & QUALIFICATIONS:

The position requires that the individual be knowledgeable of and in compliance with the applicable laws and regulations of the client population served and the programs provided. The individual must have the ability to work effectively with others, including working effectively in a multidisciplinary team setting.

- Graduate from an accredited Licensed Vocation Nursing Institution
- Two years of experience in a psychiatric setting
- Valid license authorizing to practice as a Licensed Vocational Nurse in California
- Bilingual English/Spanish highly preferred
- Must possess a valid California Driver's License
- Statement of sound physical health from a licensed physician, including tuberculin skin test
- Fingerprint clearance
- Able to become LPS designated in LA County under the Lanterman-Petris-Short Act
- Experience in an Electronic Health Records System (EHRs)

DUTIES & RESPONSIBILITIES:

All the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.

1. Active member of multidisciplinary treatment team
2. Manage health care of clients in the Adult FSP program
3. Participate as an active FSP team member and attend all weekly team meetings



4. Consult with other nurses, doctors, and team members to coordinate care from hospital discharges prior to the placement, ongoing care, and any subsequent hospitalizations
5. Prepare an individualized health care plan for each client
6. Schedule medication appointments with psychiatrist, track appointments, knowledge and administration of appropriate documentation to approve psychiatric services; communicate with pharmacies; manage psychiatric charts as directed by psychiatrist
7. Review medication plans with clients and monitor medications regimen
8. Provide in-home/field visits to monitor the client individualized health care plan
9. Provide support and/or assistance during crisis
10. Be LPS designated and available to assist FSP team members with crisis situations during work hours and participate in the after-hours LPS on-call weekly rotation schedule
11. Maintain standards of confidentiality
12. Maintain positive work relationships in a respectful and collaborative manner
13. Maintain good communication to ensure others have necessary information
14. Sensitivity to working with a culturally diverse population
15. Good computer literacy skills; utilize computer applications in a Windows environment such as Microsoft Word and Excel
16. Attend regularly scheduled agency wide meetings, utilization review meetings, community and other meetings as required or assigned
17. Conduct all functions in accordance with agency guidelines, policies and procedures
18. Comply with applicable agency contracts, professional licensing or certification requirements and ethics
19. Arrange work schedule or required hours to the benefit of the program with the approval of Supervisor
20. Perform other assigned duties that may be necessary or in the best interest of the agency

Confidentiality and Privacy

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws

Knowledge, Skills and Abilities

Analytical Ability	Teamwork	Problem solving	Quality Management
Technical Skills	Interpersonal Skills	Excellent oral & written communication	Delegation
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Takes initiative
Time Management	Leadership	Flexibility	Enthusiasm



Appreciation of Diversity	Intermediate skill with MS Word, Excel, and Outlook	Detail Oriented	Strong Organizational Skills
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The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County’s most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line FSP LVN.