

LICENSED VOCATIONAL NURSE (LVN) ON CALL

JOB CULTURE

The Masonic Homes of California are committed to a culture of Leadership. Our culture is to provide superior service to members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

JOB SUMMARY

Under the direction of the Director of Adult/Health Services, Licensed Vocational Nurses are responsible for the comprehensive nursing care of all adult residents. Assures and provides for the health, safety, and welfare of all adult residents of the Masonic Homes at Covina.

ESSENTIAL FUNCTIONS

1. Implement and maintain Health Services standards and objectives in accordance with all Masonic Homes policies and procedures and Dept. of Social Services rules and regulations.
2. Arrange, monitor and document medical care (including individual care and assessment plans) appropriate to the needs of the residents. Document resident's response (or lack of), to treatment. Reports changes in residents' condition to the physician and the Director of Senior Services.
3. Order, distribute, monitor and record medications as necessary; evaluates effectiveness of these medications and treatments.
4. Responsible for the inventory and safe storage and/or disposal of all medications, medical supplies and equipment in accordance with applicable policies, procedures, rules and regulations.
5. Admit residents, document their condition, discharge them, and perform other functions using HCS software.
6. Assess medical and psychological evaluations on prospective resident admissions.
7. Maintain all required medical records in accordance with established Social Services regulations.
8. Maintain confidentiality of all pertinent resident care information to assure their rights are protected.
9. Assign direct nursing care to be given by certified nursing assistants. Oversee restorative care and activities. Train assigned staff in routine tasks as necessary. Oversee shift staff and makes recommendations regarding performance and discipline.
10. Visit residents in Assisted Living and make floor rounds daily.

11. Keep Director of Senior Services informed, orally and in writing, of any changes in a resident's condition.
12. Attend scheduled staff, resident care and in-service training meetings. Assure that all required and pertinent information is complete and available.
13. Provide charge nurse coming on duty with concise and accurate reports. Follow up on information and instructions given by charge nurse who is going off duty.
14. Ensure that all residents rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights including the right to wage a complaint, are well established and maintained at all times. Preserve the dignity and self-respect of the residents at all times.

EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES

1. Maintain Licensed Vocational Nurse status.
2. Maintain current CPR and First Aid Certificates.
3. Maintain a current non-restricted California Driver's License.

SKILLS, ABILITIES AND EXPERIENCE

1. Training and experience in geriatric and restorative nursing preferred.
2. Computer and keyboard skills required.
3. Effective oral and written communication skills required.

ADDITIONAL INFORMATION

1. Knowledge of Title 22, Division 6 & Division 12 desirable.