



SteppingStone Adult Day Health is San Francisco's largest provider of adult day health care. Licensed by the State Department of Public Health and certified as a Medi-Cal provider with the California Department of Aging, the organization has worked tirelessly since 1983 to help seniors and disabled adults thrive and overcome the obstacles to independent living by providing a cost-effective, stimulating, and comprehensive set of health and social services. SteppingStone also operates three supplementary programs under the umbrella of adult day health care – Enhanced Care Coordination that focuses on community living and an aging-in-place approach, the LGBTQ+ Community Services program and the Alzheimer's Day Care Resource Center.

The Enhanced Care Management (ECM) Project at SteppingStone is a program designed to provide comprehensive care coordination and management services to individuals with complex medical and behavioral health needs. The program is aimed at improving the health outcomes and quality of life for participants, many of whom are elderly or disabled and require multiple services and treatments. The program is funded through the California Department of Health Care Services and operates under the state's Medi-Cal managed care program. ECM has been successful in improving health outcomes and reducing hospitalizations for participants, while also providing much-needed support and resources to caregivers and families.

JOB DESCRIPTION - LICENSED VOCATIONAL NURSE

Job Summary:

Under the supervision of the Registered Nurse, the LVN is responsible for carrying out specific direct patient care duties under the direction of the RN and for helping with personal care, meals, treatments and therapy. Must attend all required staff and training meetings. The hours for this position are 8 hours/day, 5 days/week.

Duties and Responsibilities:

- **Direct patient care:**
 - Prepare and administer medications (oral and hypodermic), tuberculin skin tests, and random blood sugar tests, and insulin shots as needed.
 - Provide dressing changes.
 - Assist RN with six month and quarterly assessments.
 - Measure vital signs; administer neurological checks.
 - Provide basic emergency care; CPR, First Aid.
 - Assess client for pain.
 - Administers nursing skin and nail care to clients as needed.
 - Oversee client personal care, and provide assistance as needed.
 - Advise meal changes if needed.
 - Weighs clients and records information.
 - Provide catheter care; sterile irrigations assistance, as needed.
- Daily charting of medications, RBS; progress notes as needed on nursing treatments; flow sheet filing; assist RN with quarterly assessments.
- Assists with lunch set up and feeding.
- If bilingual, provides translation services.
- Attends required staff and training meetings.

- Assists in clean-up of nursing areas.
- Cooperates with all staff as needed for meals service, personal care, special event and other tasks as requested by supervisor or program director.
- May work in other NSM-ADH programs.
- Perform other duties as assigned.

Qualifications:

Must be licensed as a vocational nurse with a current California LVN license. Two years of experience and familiarity with the needs of the frail is desirable. Current CPR and First Aide certificates are required. Must be able to communicate readily and effectively in English, orally and in writing.

Working Environment:

Must be able to safely perform all physical and manual movements needed for job functions, which includes transfer of clients, assisting with personal care, meals service, special events, cleaning in rest rooms, escorting client’s home, helping with loading and unloading of client vans, and other needed tasks. Must be able to carry out job instructions promptly and willingly, and to follow established procedures accurately. And, must be flexible, positive and cooperative in solving problems and working with other staff in constantly changing and sometimes stressful circumstances.

Physical Demands:

- Ability to lift twenty-five (25) pounds. Moving, lifting or transferring of patients may involve lifting of up to 100 pounds.
- Ability to stand for extended periods
- Fine motor skills
- Visual acuity

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SteppingStone is requiring vaccination of its employees for COVID-19 and an initial booster.

SteppingStone is dedicated to providing equal employment opportunity for all employees and applicants on the basis of merit without regard to race, color, religion, sex, age, marital status, gender identity or gender expression, sexual orientation, national origin, ancestry, physical or mental disability, AIDS/HIV status, medical condition (cancer and genetic), pregnancy, military or veteran status, or any other classification protected by applicable anti-discrimination laws.

I have read the above and understand my responsibilities as LVN.

Signature

Date:_____

Print Name