



The Best of Walden House and  
Haight Ashbury Free Clinics

## **1. JOB Details:**

**Job Title:** Licensed Vocational Nurse (LVN)  
**Salary Range:** \$48,000 Annually  
**FSLA Status:** Non-Exempt  
**Primary Location:** 22<sup>nd</sup> Street  
**Program/Department:** HR360 Housing Projects  
**EEO Code:** Professional  
**Reports To:** Supervising LCSW  
**Revision Date:** 8/28/2017

## **2. JOB SUMMARY**

The MIST Licensed Vocational Nurse will be responsible for working with a targeted mental health population participating in a community-based program through a misdemeanor diversion court process. On-site services will include housing, clinical services, case management and holistic assistance.

## **3. KEY RESPONSIBILITIES**

The Licensed Vocational Nurse (LVN) assesses and monitors clients and provides care in accordance with treatment objectives and as instructed by supervisor.

- Provide basic nursing services as needed, including injections
- Coordinate pharmacy services
- Interface with multidisciplinary team in treatment planning and service delivery
- Provide field based services as required by program.
- Maintain documentation in compliance with agency, HIPAA and DHS standards.
- Provide case management services to clients as assigned.
- Serve as care coordinator for clients as assigned. Responsibilities include coordination of all services with other providers and completion of all coordinated care documentation.
- Deliver medications to consumers when necessary.
- Facilitate medication education and health-oriented groups with consumers.
- Provide medication education consultations and collaboration with staff and student interns.
- Provide “whatever it takes” services to consumers including providing services where the consumer lives.
- Assist in crisis and symptom management

## **4. EDUCATION AND KNOWLEDGE, SKILLS AND ABILITIES QUALIFICATIONS:**

- High School diploma or equivalent
- Licensed Vocational Nurse in California.

### ***Background Clearance***

#### **Required:**

- Ability to clear and maintain a background clearance (must be off of Parole or Probation)

***Skills and Abilities***

**Required:**

- Some experience providing case management services required
- Experience serving seriously and persistently mentally ill clients with co-occurring challenges. Knowledge of trauma preferred
- Ability to enter data into various electronic systems while maintaining the integrity and accuracy of the data
- Excellent verbal, written, and interpersonal skills
- Integrity to handle sensitive information in a confidential manner
- Excellent organization skills and ability to multitask and juggle multiple priorities.
- Dependable automobile and insurance, registration and valid California Driver's License
- Ability to work cooperatively and effectively as part of interdisciplinary team and independently assume responsibility

**Desired:**

- Experience working with criminal justice population
- Bilingual

Email resume to [Jkranzer@healthright360.org](mailto:Jkranzer@healthright360.org)