



LVN Shift Lead

Job Description

Department: Operations

FLSA Status: Non-Exempt

Reports To: Program Director

Revision Date: February, 2024

POSITION SUMMARY

LVN Shift Leads are responsible for coordinating and providing medical care for patients within the facility. This professional must have an understanding of CARF and DHCS requirements for direct client care. This individual is responsible for medical compliance, auditing, assessments, and making sure Operations staff on shift are completing all assigned tasks.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- Uphold and enforce Saddleback Recovery standards, policies and procedures, client rights, and professional code of ethics and conduct.
- Audit medical assessments in Kipu.
- Assesses and evaluates any potential medical and/or psychiatric problems identified in the initial assessment and reports to clinical staff to initiate appropriate interventions/ referrals.
- Observes that clients taking prescribed medications are taken in full compliance with the self-administration procedures.
- Documents all significant events in respective records in clear, concise, and timely manner.
- Maintains inventory supplies and equipment.
- Responds to unanticipated, unusual, and /or crisis situations with good judgment.
- Ability to document in KIPU.
- Assign tasks to detox technicians on shift.
- Obtains a complete initial assessment on clients admitting into treatment, which includes history for medical issues, psychiatric and chemical dependency.
- Assess and document 30-minute rounds for Detox patients.
- Complete SI and Fall risk Safety Plans with clients as needed.
- Prepare medical documentation accurately and within agency time frames.
- Participate in the agency's Orientation training, staff meetings, and in-service training.
- Provide appropriate treatment interventions relative to the specific needs of each client.
- Adhere to code of ethics, legal aspects of clinical practice, professional standards, duty to warn, abuse and neglect reporting policies and procedures, and exercise professionalism always.
- Audit and maintain shift reports for accuracy.
- Make sure all staff on shift are completing tasks prior to leaving.

Competencies:

- Thorough knowledge of medications, medication management and documentation.
- Through knowledge of the principles of communicable illness prevention and control.
- Thorough knowledge of alcoholism and other drug dependencies and appropriate counseling techniques; including but not limited to the ability to recognize the early signs and symptoms of illness; the ability to



promote the need for professional assistance; and the ability to recognize individuals who are under the influence of alcohol and/or other drugs.

- Understanding of diverse cultures and gender specific issues and the ability to incorporate needs of gender and culturally diverse groups into the organization.
- Considerable knowledge of community referral resources and the ability to use them appropriately. In coordination with the primary team assists the client with health care providers and coordinate client's attendance at appointments with the court system, social services, and other agencies.
- Knowledge of Department of Health Care Services guidelines for the facility environment, nutritional services, safety and sanitation, and infection control in residential alcohol and drug treatment programs.
- Excellent organizational skills with the ability to prioritize workload and meet deadlines.
- Must possess a high level of interpersonal skills as the position continually requires demonstrated professionalism, tact and diplomacy.

Education:

- Must possess either a GED or Highschool Diploma
- Must possess a California license as a Licensed Vocational Nurse (LVN) With a minimum of 2 years' experience providing direct client care.
- Must possess current CPR/First Aid certification

Experience:

- Minimum of 2-years' experience in healthcare field, as necessary and appropriate
- Experience working with clients who are chemically dependent preferred.

Computer Skills:

- Computer Literacy in doc, spreadsheet, and email.
- Proficiency in KIPU Systems Client Management Software

Certificates & Licenses:

- Valid Driver's License
- CPR/First Aid
- Verifiable LVN (License number required)

Other Requirements:

- Negative TB test results within past year
- Medical Clearance to work within past year
- Ability to pass pre-employment and random drug screenings

PHYSICAL DEMANDS

Frequently: Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

- Standing
- Walking
- Sitting
- Transverse Stairs
- Handling / Using Fingers

Occasionally: Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

- Reach Outward
- Reach Above Shoulder
- Squat or Kneel
- Bend or Twist

Other Physical Demands:

- Ability to lift/carry 20-50 lbs, Ability to push/pull 20-50 lbs
- Moderate frequency of computer keyboarding,
- Moderate frequency of viewing a computer monitor



Saddleback
RECOVERY

- Daily cleaning including but not limited to: wiping, sweeping, mopping, vacuuming, scrubbing, washing dishes
- Assisting in meal preparation, installing water containers for consumption, and shopping as necessary including pushing of carts and carrying grocery boxes/bags.
- Conducting garbage disposal, recycling, and collection.
- Occasional walks, hikes, and sports outings with clients for physical activities.
- Frequent support of clients in gym environment

WORK ENVIRONMENT

Work is performed during day and night shifts primarily in residential detox facility. Work is often performed in emergency and stressful situations. The noise level in the work environment is usually quiet in office settings and moderate in other situations.

BLOOD/FLUID EXPOSURE RISK:

Some job tasks involve exposure to blood, body fluids and/or tissue. Staff must wear gloves and follow infectious control procedures when interacting with clients in conditions in which exposure is possible such as handling onsite urinary analysis, conducting first aid, and conducting search of client's belonging and person. Staff may be exposed to infectious disease, needles, and illicit substances during searches.

Work Schedule:

Regular full time or part shifts, as negotiated at time of hire.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Employee Signature:

Date: