



Job Description

Job Title: Licensed Vocational Nurse (LVN)

Department: Nursing Services

Reports to: Nursing Services Manager

Summary:

The LVN functions under the clinical supervision of the RN and under Acorn supervision of the Nursing Services Manager to assess, plan, and implement nursing care; performs focused nursing assessments; functions as a member of the individual's Service Planning Team; provides direct nursing care for individuals; complies with established HCS principles, Nursing Practice Act, and the Rules of the Texas Board of Nurse Examiners. The nurse is responsible for maintaining standards of professional, legal, and ethical practice, all applicable laws, regulations, and policies.

Essential Duties and Responsibilities:

- Assess and document health status of all individuals. Escalate significant concerns or changes in individual's health condition, immediately.
- Complete Quarterly Reviews of Nursing service provision to document each client's progress/lack of progress toward established nursing goals documented in Implementation Plans and to summarize all appointments and ensure that follow-up is completed as ordered.
- Provide training and education as needed and appropriate to individuals served, staff, host home/companion care providers, family members, guardians or other significant persons based on the individual's needs, including but not limited to training on their special needs, diagnoses, medications, treatment, nutritional requirements, medical and adaptive equipment, and other health related issues. This is to be completed upon hire, annually and as needed.
- Administration of medication and monitoring medications for efficacy, adverse effects, precautions, contraindications, and potential interactions with other medications as well as monitoring vital signs and the overall health status of the consumers.
- Monitoring the individual's use of medications.
- Ensure that all Medication Administration Records (MARs) are current, correct, and properly completed by all staff. Ensure all medications are labeled, stored, and secured properly according to current standards, guidelines, and best practices.
- Monitor health data and information.
- Perform focused nursing assessments and providing recommendations.
- Assist the clients in securing emergency medical services.
- Make referrals for appropriate medical services.
- Perform health care procedures ordered/prescribed by a physician/medical practitioner and required by standards of professional practice or law to be performed by licensed nursing personnel.
- Monitor implementation of doctor's orders and treatments.
- Review all post hospital orders and records and ensure medical records are updated accordingly.
- Monitor tasks assigned to other service providers by an RN in accordance with state law.
- Assist with supervision of the performance of delegated health care treatments by an unlicensed service provider.
- Provide training in the performance, monitoring, reporting and documentation of prescribed health/medical care treatments, to include medication administration.
- Ensure the timely completion of all required nursing documentation including but not limited to billable and non-billable nursing logs.
- Ensure accurate and timely record keeping, recording medical health related services and outcomes.



- Maintain medical records to reflect timely, accurate, legible, and complete documentation.
- Serve as a member of the individual's SPT.
- Make recommendations for each client's Person Directed Plan (PDP).
- Assist the RN in the development of nursing Implementation Plans to document strategies, plans, and justification necessary to address outcomes identified in the PDP.
- Monthly or PRN visits with consumers receiving Host Home/Companion Care or Supported Home Living as assigned
- Communicate and interact as needed with families, conservators, guardians, case service managers, service coordinators, direct care staff, nurses, physicians, and other medical, counseling, and therapeutic professionals to ensure the coordination of nursing care while building positive relationships.
- Act as a representative for Acorn Healthcare Services in a professional manner to families, service coordinators, State officials, community partners, local businesses, and employers.
- Maintain confidentiality.
- Treat all individuals, coworkers, and subordinates and with dignity, respect, and fairness.
- Follow safety protocols to foster a safe working environment; and
- All other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Excellent verbal and interpersonal communication skills; ability to communicate clearly with clients and staff members.
- Ability to work in a demanding environment and handle multiple tasks efficiently and effectively.
- Ability to understand and follow directions from supervisor and the ability to gain comprehensive knowledge of regulations and laws.
- Ability to safely and accurately assess and care for people with medical and mental disabilities and to recognize and report any noted concerns.
- Ability to adjust to changing priorities and the various details of the job.
- Self-directed with strong organizational and time management skills.
- Must have reliable transportation.
- Must have a basic understanding of developmental disabilities, the HCS program and behavior management principles.
- Must be organized and attentive to detail.
- Must be independent and able to manage crises, develop action plans.
- Must be excellent with follow up and deadline achievement.
- Must be compliance and mission driven.
- Must demonstrate the ability to professionally represent Acorn Healthcare Services at all times.

Education/Experience:

Current LVN/LPN license valid in the state of Texas. Must have a valid Texas Driver License with a good driving record.

Preferred: Two years of nursing experience (not including clinical hours required for education/practicum) with a minimum of at least one year of mental health, behavioral health, or developmental disabilities experience strongly preferred. Ability to assess client needs, to coordinate client services, to communicate effectively, and to train others.

Working Conditions and Environment



- Works within a standard office environment, with some local travel required.
- Extensive computer work with long periods of sitting.
- Ability to work hours as needed. This includes nights, weekends and evenings. Schedule may change with very little notice.
- Required to provide on-call support as needed/assigned.

Employee Signature

Date

Administrator/Program Director Signature

Date