



Position Title: Licensed Vocational Nurse
Program/Dept: Homeless Outreach Motivation and Engagement Program (HOME)
Reports to: Program Director
Classification: Regular, Part Time, Non-Exempt
Salary Range: \$24.04 hourly (Non-Benefited)

Agency Description: Caminar is a non-profit agency celebrating with over 50 years of providing community-based support services for people with disabilities. Our services are designed to enable adults and older adults with mental health, physical and developmental disabilities to live and work in their community in accordance with their ability and desire. **Our mission is to improve the quality of life for people with disabilities by providing opportunities to live in the community with dignity and independence.** The agency employs approximately 300 of the most dedicated and professional employees serving the communities of San Mateo, Solano, San Francisco and Butte county.

Position Description: The Homeless Outreach, Motivation and Engagement (HOME) program provides intensive case management services to approximately 15 homeless individuals with serious mental illness and/or substance abuse issues. Under supervision of the Program Director, the LVN provides nurse case management and medication support and education to clients. The LVN will assist in engaging referred consumers in to services, and will coordinate services with program psychiatrist and other medical staff.

Essential Duties & Responsibilities:

- Visit and provide services to individuals at homeless encampment, parks, shelters, and other assigned locations where homeless individual might be present; provide clinical services. Comply with all policies and procedures of Caminar and the Medication Clinic to ensure optimal client care services.
- Meet MediCal documentation and billing standards as well as those of Caminar and Caminar.
- Meet stated outcome targets for programs
- Provide individual clients and other staff with medication education as necessary.
- Participate in treatment planning and implementation of services to provide support for client health-related outcomes.
- Communicate in a timely manner changes in client health status, medical appointments, and follow through with scheduled appointments to treatment team.
- Facilitate and monitor client compliance with labs/blood work ordered by psychiatrists and community physicians.
- Maintain client records and confidentiality in accordance with HIPAA standards.
- Educate and counsel patients concerning their disease, treatment, and prevention of disease.
- Develop and maintain a respectful, caring, tolerant, ethical, and empowering relationship with all individuals served.
- Participate in program development, case management, such as immunizations, family planning, CHDP, hypertension, diabetes.
- Answer patients questions after consultation with the provider or as per established procedures in that regard (i.e. health questions, medication refills, lab results, etc.)



- Attend and actively participate in team meetings as needed, communicating observations of client engagement in health-related goals and objectives, and assist in developing appropriate interventions.
- Complete and submit accurate time sheets and absence reports in a timely manner.
- Participate in promoting a safe, healthy and clean working environment at all times consistent with applicable laws, industry standards and the agency's own Health & Safety Program.
- Drive own or agency vehicle to treatment destinations, as required; documenting and reporting mileage according to agency procedures, so that services can be provided in a timely manner; comply with agency vehicle policy at all times.
- Actively nurture and advance the cooperative, harmonious and teamwork oriented environment Caminar strives to promote within the workplace; Through daily efforts and presentation promote an atmosphere of dignity and respect in line with the organization's mission, philosophy, policies and procedures.
- Perform other related duties, responsibilities and special projects as assigned.

Requirements, Qualifications, Skills & Abilities:

- Must be passionate about Caminar's mission.
- California license as a Licensed Vocational Nurse or Licensed Psychiatric Technician.
- Minimum one year of demonstrated work experience with SMI/DD is preferred; Knowledge of social rehabilitation is preferred.
- Excellent computer skills in a Microsoft Windows environment including email and Internet navigation required. Experience with Human Service Information Systems strongly preferred. Experience with web based time and attendance and staff training and development system strongly preferred.
- Ability to maintain a high level of confidentiality, a professional demeanor and to represent the organization in a positive manner at all times.
- Must demonstrate acceptable level of maturity, good judgment, and emotional stability.
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Customer Service—manages difficult customer situations, responds promptly to customer needs and solicits customer feedback to improve service.
- Oral and written communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings. Completes written progress notes and other formal communications skillfully and professionally.
- Quality management—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Must be a dynamic self-starter with demonstrated ability to work independently on special projects.



Physical, Environmental and Mental Requirements:

- Physical: Occasionally required to push/pull objects up to 50 lbs, and to lift/carry objects up to 25 lbs. Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, sit for extended periods.
- Sensory: Frequently required to read documents, written reports, and plans. Must be able to distinguish normal sounds with some background noise, as in answering the phone, interacting with residents and staff, etc. Must be able to speak clearly and understand/be understood using the English language.
- Cognitive: Frequently required to concentrate on moderate detail with constant interruption. Must be able to attend to a task/function for 20-45 minutes at a time. Frequently required to understand and relate to specific ideas, several at a time. Must be able to remember multiple tasks/assignments given to self and others over a period of several days.
- Environmental Conditions: Frequent exposure to varied office and mixed (residential/office) environments. Occasional exposure to toxins and poisonous substances, dust, and loud noises.
- Equipment: Frequently required to use a computer, phone, and fax machine.

Special Requirements:

- Must be able to meet and receive a criminal records clearance, as required by Title XXII, other licensing regulations, and Caminar practices.
- This position requires frequent driving. A valid California driver license, reliable personal vehicle, current personal auto insurance as required by law, and an MVR sufficient to obtain and reasonably maintain insurability under agency auto liability policies are all essential job requirements.
- Must be able to pass post-offer, pre-employment medical and drug tests as required under State Community Care Licensing regulations and/or agency policies.
- A personal cell phone with reliable service and, if applicable, a data plan to use for business purposes.
- Must obtain and maintain First Aid and CPR certification.

How to Apply:

Please send a letter of interest and current resume to jobs@caminar.org (include "HOME LVN" the subject header of your email). No Phone Calls Please.

Caminar is a leader in providing innovative client-oriented mental health services. We are an equal opportunity employer. Please visit our web site at www.caminar.org