



Job Title: Registered Nurse
Program/Dept.: Adult Day Healthcare Center
Classification: Regular/ Full-Time/Non-Exempt
Salary Range: \$35.00 - \$40.00/Hourly
Reports to: Program Director/Registered Nurse Supervisor
Location: 4879 E. Kings Canyon Rd., Fresno, CA 93727
Date: August 10, 2026

1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 30+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioural services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services. Our motto is to “Inspire, Empower, and Cultivate”. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

The Fresno Center’s Mission Statement: To assist individuals in becoming self-sufficient, self-fulfilled and productive members of the community while fostering cultural preservation and promoting cross-cultural understanding.

The Fresno Center’s Vision: The Fresno Center will be a champion for positive change through empowerment, education, and collaboration.

2. THE PROGRAM

TFC ADHC is a licensed adult facility that is approved by the state to provide a medical model of care to Medi-Cal beneficiaries through an out-patient day program for older persons and adults with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care.

TFC ADHC provides a variety of licensed professionals, including nurses, social workers, and physical, speech, and occupational therapists, focus on medical, prevention, and social care to improve health outcomes for high cost / high risk patients. Also provided are activities, personal care, hot meals, nutritional counseling, and transportation to and from the center.

The objective is to restore or maintain optimal capacity for self-care to frail elderly persons or adults with disabilities, and delay or prevent inappropriate or personally undesirable institutionalization. TFC ADHC emphasizes partnership with the participant, the family and/or caregiver, the primary care physician, and the community in working toward maintaining personal independence.

3. POSITION SUMMARY

Reporting directly to the Program Director, the RN is responsible for educating participants and families/caregivers on prevention and healthy habits. RN will give the best nursing care with little supervision and capable of following health and safety guidelines. The goal is to promote participant’s well-being and providing high quality nursing care.

4. JOB DUTIES & RESPONSIBILITIES

- 4.1. Conduct initial assessments/reassessments every six months
- 4.2. Complete Quarterly reports, flow sheets (Monitor LVN documentation)
- 4.3. Prepare the plan of care in collaboration with the participant’s identified goals and/or concerns
- 4.4. Develop an individualize plan of care for each participant
- 4.5. Provide ongoing monitoring of each participant’s health status through collaboration with physicians, nurses, health professionals and family members/caregivers
- 4.6. Attend Multi-disciplinary Team (MDT) meetings to ensure participant receives all-around individualized care



- 4.7. Monitor and assess each participant's needs, such as vital signs, administer medication, monitor blood sugar, implement treatments to provide the best care, and assess participant ability to self-administer medication as well as provide training and monitoring participants who administer own medications
- 4.8. Provide all nursing care specified in the participant's plan of care
- 4.9. Supervise personal care services provided to participants by the health aides or program aides
- 4.10. Supervise any maintenance program(s) designated to be under the supervision of the RN
- 4.11. Coordinate and maintain follow-up communication with families/caregivers
- 4.12. Assist, monitor, and instruct participants and all program staff on matters of personal hygiene, use of special aids, accident prevention, and ambulation and transferring skills
- 4.13. Complete incident reports and follow-ups where appropriate
- 4.14. Assist the Administrator and Program Director with additional nursing related tasks as requested
- 4.15. Supervise LVN/CNA or Health Assistant/Aide
- 4.16. Conduct Staff/Participant in-service on nursing related topics
- 4.17. Other duties as assigned by PD or Administrator

5. MINIMUM QUALIFICATIONS:

- 5.1. Must have reliable transportation and a valid California Driver's License
- 5.2. Clean DMV record and valid vehicle insurance
- 5.3. Must pass background check/Live Scan and Drug Test
- 5.4. Commitment to the mission and values of the agency
- 5.5. Committed to community building and development
- 5.6. U.S. citizen or lawful permanent resident
- 5.7. Provide a health examination, signed by a physician
- 5.8. Must have TB clearance within 12 months prior to employment and maintain clearance annually thereafter
- 5.9. Must acquire CPR certificate within 6 months of employment
- 5.10. Able to speak, read, and write English fluently
- 5.11. Physically capable both of performing the required duties and of assisting frail elderly and disabled adults, as necessary
- 5.12. Excellent case management, mentoring, coaching, and group management skills
- 5.13. Strong organizational skills with strong attention to detail
- 5.14. Effective time management skills
- 5.15. Ability to handle multiple priorities
- 5.16. Candidates must maintain confidentiality and demonstrate a high degree of integrity

6. COMPETENCY:

- 6.1. Strong leadership skills.
- 6.2. Fluent in a Southeast Asian Language - Bilingual in Hmong language preferred.
- 6.3. Knowledgeable of healthcare programs: Covered California and Medi-Cal.
- 6.4. Prior knowledge and experience of governmental systems and policy changes.
- 6.5. Ability to inspire, empower, and cultivate self and others.
- 6.6. Ability to adapt to various environments.
- 6.7. Strong leadership skills.
- 6.8. Ability to inspire others.
- 6.9. Ability to maintain motivation to achieve goals while dealing with challenges.

7. PERSONAL QUALITIES

- 7.1. Accountable
- 7.2. Diligent and Organized
- 7.3. Ethical and Loyal
- 7.4. Punctual
- 7.5. Flexible
- 7.6. Problem-solver



- 7.7. Creative
- 7.8. Honest

8. WORK ENVIRONMENT:

- 8.1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- 8.2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

9. TYPICAL WORKING CONDITIONS:

- 9.1. The office setting is a normal environment.
- 9.2. Occasionally work during early morning, evening, or weekend.
- 9.3. May be subject to temperature variances in the office.
- 9.4. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy day.

10. TYPICAL PHYSICAL DEMANDS:

- 10.1. Requires sitting, standing, or walking for up to eight hours a day.
- 10.2. Some bending, stretching, or reaching may be necessary.
- 10.3. Lifting to 40 pounds may be required on occasion.
- 10.4. Vision must be correctable to 20/20.
- 10.5. Hearing must be in the normal range for telephone contact.

11. POSITION TYPE AND EXPECTED HOURS OF WORK:

- 11.1. Typical work hours are between 8:00 am to 5:00 pm, Monday to Friday
- 11.2. Evenings and weekends as needed.
- 11.3. RN is required during program hours, 8:30am-2:30pm

12. TRAVEL:

- 12.1. Travel time is expected for the position. Travel time includes travel to meetings, off-site training, or between job sites, as needed, locally.
- 12.2. Individuals may also be expected to use their own vehicle to travel and with mileage reimbursement.
- 12.3. A company car may be used when transporting a client to and from his or her placement, or field activities.

13. REQUIRED EDUCATION AND EXPERIENCE:

- 13.1. Must possess, as a minimum, a nursing degree from an accredited college or university, or graduate of an approved RN program.
- 13.2. Currently licensed by the California Board of Registered Nursing and provide center with copy of license.
- 13.3. Some experience as a registered nurse preferred but not necessary.
- 13.4. Knowledge of nursing care methods and procedures as well as laws, regulations, and guidelines that pertain to care.
- 13.5. Knowledge of emergency care.
- 13.6. Must possess the ability to plan, organize, develop, implement, and evaluate the program.

14. PREFERRED EDUCATION AND EXPERIENCE:

- 14.1. Experience working with adults 18 or older with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care.

15. BENEFITS:

- 15.1. Medical, vision, and dental coverage
- 15.2. Life insurance coverage at annual salary
- 15.3. Sick leave, per personnel policy
- 15.4. 401k retirement plan, after completion of 90 days of employment; potential 3% match
- 15.5. Vacation, per personnel policy
- 15.6. Holidays per personnel policy



16. Affirmative action plan/Equal employment opportunity (AAP/EEO):

It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

17. Acknowledgment

I acknowledge that I have read and understand the above job description, responsibilities, and standards of the position. I understand that the job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

I understand the position is contingent upon continued funding and the (The Fresno Center) will not be responsible in any manner for terminations which are due to defunding of Federal or State Contracts. I understand that I am an at-will employee and can be terminated at any time with or without cause.

Print Employee's Name

Employee's Signature

Date