



Job Title: Licensed Vocational Nurse
Program/Dept.: Adult Day Healthcare Center
Classification: Temporary, Per Diem/ Non-Exempt
Salary Range: \$34.00 - \$35.00/Hourly
Reports to: Program Director
Location: 4879 E. Cesar Chavez Blvd, Fresno, CA 93727
Date: May 20, 2025

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 behavioral 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 (Horticultural Therapeutic Community Centers Program, Living Well Center, Holistic Wellness Program, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). 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 day health care (ADHC) 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, focusing on medical, preventive 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

BASIC FUNCTIONS

Reporting directly to the Registered Nurse, the LVN is responsible for providing nursing care within scope of practice for participants as specified in the individual plan of care.

4. JOB DUTIES & RESPONSIBILITIES

- 4.1. Providing observation and monitoring of the participant’s health status
- 4.2. Document all services provided on the same day the services were provided
- 4.3. Provide health education and counseling to participants and their families, when indicated, in their plans of care, within his or her scope of practice
- 4.4. Provide personal care services for the participants as indicated on the individual plan of care
- 4.5. Provide continence training program as indicated in the plans of care
- 4.6. Provide emergency care, including arrangements for transportation when necessary



- 4.7. Documentation of daily participant monitoring, and any unusual findings
- 4.8. Other duties as assigned

5. MINIMUM QUALIFICATIONS:

- 5.1. U.S. citizen or lawful permanent resident
- 5.2. Bilingual (Southeast Asian Language: Hmong, Lao, Khmer)
- 5.3. Ability to work some evenings and weekends
- 5.4. Successful completion of Live Scan/fingerprinting (upon hire)
- 5.5. 18 years of age or older with a Valid Driver's License
- 5.6. Holds a current license from the California Board of Vocational Nurse and Psychiatric Technicians
- 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. Excellent case management, mentoring, coaching, and group management skills
- 5.11. Strong organizational skills with strong attention to detail
- 5.12. Effective time management skills
- 5.13. Ability to handle multiple priorities
- 5.14. Experience working in a multi-cultural, multi-generational environment
- 5.15. Must be willing to work some evenings and/or Saturdays
- 5.16. Candidates must maintain confidentiality and demonstrate a high degree of integrity

6. COMPETENCY:

- 6.1. Principles, theories, techniques and practices used in various counseling modality and rehabilitation services for chronically mentally ill and emotionally disturbed consumers in a wellness and recovery evidence-based practices framework;
- 6.2. Principles and practices of behavioral health education, community organizations and allied behavioral health services and resources;
- 6.3. Laws, regulations and ethical standards governing behavioral health treatment and medical records;
- 6.4. Behavioral health interviewing techniques and behavioral health treatment methods;
- 6.5. Intensive and long term case management services in a wellness and recovery evidence-based framework;
- 6.6. Cultural competency theory, practice and its application

7. PERSONAL QUALITIES

- 7.1. Commitment to the mission and values of the agency,
- 7.2. Strong leadership skills
- 7.3. Ability to inspire others
- 7.4. Ability to maintain motivation to achieve goals while dealing with challenges
- 7.5. Committed to community building and development

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. Per-Diem, typical work hours are between 8:00 am to 5:00 pm, Monday to Friday
- 11.2. Evenings and weekends as needed.

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. 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.

14. 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