



Business phone: (510) 452-4626  
Toll-free: (800) 704-8391  
Fax: (510) 452-4642  
Locations on the East and West Coasts

## JOB SUMMARY

### TITLE: LICENSED PRACTICAL/VOCATIONAL NURSE

**REPORT TO:** Director of Healthcare Resources and Appropriate Client Representative

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The LICENSED PRACTICAL/VOCATIONAL NURSE provides direct nursing care to patients as prescribed by the physician and is under the direction and supervision of the appropriate facility representative (RN or MD). The LPN/LVN provides nursing care specific to the age population served. Nursing activities are limited to those in compliance with the state LPN/LVN Practice Act, applicable licensure/certification requirement(s), and agency policies and procedures.

|                                       |                                                                                                                                                                                                                                                               |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EDUCATION:                            | Graduate of an approved school of Practical/Vocational Nursing.                                                                                                                                                                                               |
| LICENSURE:                            | Current state license as an LPN/LVN.                                                                                                                                                                                                                          |
| EXPERIENCE:                           | One to three (1-3) years experience as an LPN/LVN in the clinical setting of expertise.                                                                                                                                                                       |
| SKILLS:                               | Must demonstrate technical skill and proficiency in the administration of personal care. Requires interpersonal skills. Possess flexibility and the ability to fit in as a team member. Able to function independently.                                       |
| CREDENTIALS:                          | Current CPR<br>Current PPD<br>Other health and screening tests as required by specific facilities.                                                                                                                                                            |
| TRANSPORTATION:                       | Reliable transportation and valid automobile insurance coverage.                                                                                                                                                                                              |
| ENVIRONMENTAL/<br>WORKING CONDITIONS: | Works in various client settings; possible exposure to blood and bodily fluids and infectious diseases; ability to work flexible schedules to meet client needs.                                                                                              |
| PHYSICAL/MENTAL<br>EFFORT:            | Requires prolonged standing and walking and ability to lift an adult patient. Requires working under some stressful conditions to meet deadlines and patient needs. Ability to make quick decisions to meet each patient's individualized psychosocial needs. |



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ADDITIONAL  
QUALIFICATIONS:

1. Provides personal care while maintaining a safe, therapeutic environment.
2. Must be able to function with minimal direct supervision.
3. Conforms to client facility policies/procedures.
4. Complies with ATC policies/procedures.
5. Maintains confidentiality relative to patient care and facility practices.
6. Communicates information effectively to appropriate personnel to facilitate continuity of care or report changes in patient's condition.
7. Accepts accountability for own practices.
8. Maintains competency by participating in continuing education programs and meets state-specific requirements.
9. Speaks, writes, reads, and comprehends English.
10. Reacts to change productively and performs other job-related tasks and duties as assigned.

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Healthcare Associate

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Date

This Job Summary is not meant to be inclusive, but rather functions as a guideline.