

Job Title: Licensed Vocational Nurse

Reports To: Program Director/ Manager (or designee)

About CLARE | MATRIX: CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970 CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA CLARE | MATRIX maintains 18 facilities in the southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

Summary: The LVN will serve as a liaison for Clinical leadership (Medical Director, Chief Clinical Officer, Sr. Clinical Director) and conduct assigned tasks given by the Director or their designee. This position works closely with the management team and treatment team to ensure that the compatibility and integrity of the programs are upheld. Under the direct supervision of the Program Director, will provide nursing care within scope of practice to clients in our Residential Treatment Program.

Main duties will include, but are not limited to, medication dispensing and administration, obtaining vital signs, monitoring side effects, medication counts and inventory, maintain nursing supplies and over-the-counter medication supplies, conducting and completing documentation of shift report, maintaining knowledge of and act in accordance with current legal standards pertaining to professional practice, reporting requirements, professional boundaries, and related issues, demonstrate respect for cultural and lifestyle diversities of clients and staff.

Responsibilities and Duties:

- Support oversight of clients day to day operations and services
- Assist management team and treatment team with client supervision and service delivery
- Serves as liaison for Medical Director
- Ensures clients are safely monitored throughout detoxification



COMPASSION - TEAMWORK - INTEGRITY - EMPOWERMENT - ADAPTABILITY

- Assist in maintenance of program records and files
- Ensure regular drug screens are conducted as directed by management staff and tests are logged appropriately
- Assure Incident Reports are recorded and reported
- Assure adherence to all safety rules and regulations
- Provide client transportation, if applicable
- Other tasks as assigned by the program management
- Ensure a community environment is maintained to CLARE|MATRIX standards
- Ensure health and safety regulations are upheld to CLARE|MATRIX standards
- Monitor clients who are going through detoxification by doing rounds, monitoring vitals and COWS/CIWA, making sure medication orders are being followed
- Assist management and treatment staff in client supervision during daily activities
- Facilitate group therapy sessions and document under CARF and ASAM guidelines
- Maintain appropriate professional boundaries with clients and staff; Respond to client requests in a professional and courteous manner; Observe and adhere to client confidentiality standards.
- Supervise residents in coordination of daily program activities
- Adhere to medication policy: monitor client's self-administration of medication, daily medication counts, document into electronic health records accurately
- Assure that all emergency needs of residents are met and these incidents are reported as required
- Respond appropriately to emergencies including contacting appropriate staff and supervisor(s), interacting with police, fire, and medical personnel as needed.
- Assure adherence to all safety rules and regulations
- Answer phones and provide information, referrals, and assistance to callers
- Provide client transportation, if applicable
- Ensure the safety of participants by limiting access to facility to participants, staff, and authorized visitors and service providers; help to ensure adequate health and safety standards are maintained throughout the facility.
- Maintain open, complete, and accurate verbal and written communications with all staff and residents
- Must be self-motivated and able to follow job duties alone during this shift
- Other tasks as assigned by the program management

Knowledge, Experience & Skills:

The ideal candidate will have experience in a substance abuse treatment center setting.

Licensed Vocational Nurse or eligible for licensure. In addition the following are strongly desired:

- Experience in working with diverse populations.
- Clerical skills including knowledge of Microsoft Office



COMPASSION - TEAMWORK - INTEGRITY - EMPOWERMENT - ADAPTABILITY

- A minimum of one year sobriety if recovering
- Culturally competent
- Clean driving record required if driving is a requirement

Physical Demands:

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Work Environment:

This job will be primarily located at the CLARE | MATRIX offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature I acknowledge that I have received and reviewed a copy of this job description:

Employee Printed Name and Signature

Date

CLARE | MATRIX is an equal opportunity/affirmative action employer. CLARE | MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.





COMPASSION - TEAMWORK - INTEGRITY - EMPOWERMENT - ADAPTABILITY

