

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE  
OCAPICA  
JOB ANNOUNCEMENT

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<b>Title:</b> Licensed Vocational Nurse	<b>Division:</b> Mental Health- FSP
<b>FLSA:</b> Non-Exempt, Fulltime with Benefits	<b>Supervisor:</b> Behavioral Health Director
<b>Pay Range/Rate:</b> \$28-\$30/hr	<b>Revised:</b> May 2023

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**Summary**

Under the supervision of the Behavioral Health Director, the Licensed Vocational Nurse will work with adult participants and family members (if applicable) in a Full Service Partnership program focused on Vietnamese population in Orange County to serve clients who have severe and persistent mental illness (SPMI). The Adult FSP program provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners.

**Essential Functions**

- ◆ Provide case management to support clients who have history of physical/mental health.
- ◆ Write progress note to record history, reason for treatment, intervention and any necessary information in the respective client charts.
- ◆ Assist clinical staff with any physical health related with case management services.
- ◆ Update client charts in regards to allergies, medication use, and immunization history which information provided from clients or their PSC/Case Manager.
- ◆ Educate clients on their disease, treatment, and prevention of disease.
- ◆ Provide 24/7 services and crisis intervention to participants in the Adult FSP program.
- ◆ Meets monthly minimum requirement of 100 Direct Service Hours and other Face-to-Face meeting requirements
- ◆ Support client and triage with staff/providers as needed to ensure client’s safety.
- ◆ Participate in program development, case management with treatment team meetings as needed.
- ◆ Continually assess for areas of improvement and develop plans and evaluation criteria as needed
- ◆ Consult with the provider or as per established procedures in that regard to gather helpful information as part of coordination of care.
- ◆ Assist in health education classes and rehabilitation activities when necessary.
- ◆ Prepare reports to meet program and funder requirements.
- ◆ Participate in quality improvement as necessary and required.
- ◆ Perform other duties as assigned by the Behavioral Health Director.
- ◆ Promotes and believes in NHSI mission statement “Health for All”.
- ◆ May perform basic statistical research and writing projects involving data collection, summarization, analysis and design.
- ◆ May coordinate development of mental health services data and information.
- ◆ Perform any other functions as needed by management and agency

### **Minimum Qualifications - Knowledge, Skills and Abilities Required**

- ◆ Graduate from an approved nursing program with degree, being associate degree or equivalent degree.
- ◆ California license as a Licensed Vocational Nurse or interim permit for Licensed Vocational Nurse.
- ◆ Must have knowledge through practical experience and/or training in the areas of: Adult and Child Health Clinical Nursing Practices.
- ◆ Bicultural and bilingual is required.
- ◆ Must be aggressive in developing of patient care programs within the clinical policies and program objectives and relating them to the funding requirements.
- ◆ Must be sensitive to the needs of the patients in a community health care center setting, in the areas of health and social services as one component.
- ◆ Must possess interpersonal skills and ability to maintain professional boundaries.
- ◆ Ability to work in a multidisciplinary team inclusive of internal/external staff, community agencies, participants, family members, and etc.
- ◆ Demonstrate knowledge and sensitivity to diverse cultures.
- ◆ California Driver's License and reliable transportation.
- ◆ Ability to do some travel for conferences, meetings, and trainings.
- ◆ Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- ◆ Verification of employment eligibility and background check.
- ◆ Proof of car insurance.

### **Desired Qualifications - Knowledge, Skills and Abilities**

- ◆ Understanding of immigrant and refugee cultural issues and dynamics.
- ◆ Knowledge and experience with physical/mental health issues
- ◆ At least 1-2 years' experience in the physical/mental health field.
- ◆ At least 1-2 years as a Licensed Vocational Nurse.

### **Supervisory Responsibilities**

- ◆ No supervision of employees required at this time.

### **Environmental Conditions (Working Conditions)**

- ◆ The environment for this position is an office environment as well as out in the field.

### **Physical Requirement**

- ◆ In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking.

### **Mental Requirement**

- ◆ The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions.

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### **Application Process:**

Application deadline: Until filled.

Please e-mail a resume and 3 professional references (past supervisors including e-mail address and phone number) to email: [careers@ocapica.org](mailto:careers@ocapica.org)

Please ensure that the email subject has the job title: **Licensed Vocational Nurse**

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**Agency Background**

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low-income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

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