DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	XXX-620-8257-XXX
UNIT NAME AND CITY LOCATED CALIFORNIA ADVANCING AND INNOVATING MEDI-CAL (CalAIM) NURSING SERVICES	CLASSIFICATION TITLE Licensed Vocational Nurse, California Department of Corrections and Rehabilitation
	WORKING TITLE Licensed Vocational Nurse (CalAIM)

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐	2	R20		

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:

Under the supervision of the Nurse Consultant III (Supervisor) (NC III (Sup)), CalAIM, and the clinical guidance of the Supervising Registered Nurse II (SRN II), CF, the Licensed Vocational Nurse (LVN), California Department of Corrections and Rehabilitation (CDCR), CalAIM , assists in the implementation of the CalAIM for Justice Involved (JI) Initiative, Whole Person Care Program (WPCP), Complete Care Model (CCM), and other clinical initiatives by integrating its guidelines and protocols into the pre-release planning process. The LVN in collaboration with the healthcare team and other internal and external stakeholders, ensures the delivery of appropriate and timely pre-release health care services to the eligible patient population that are 90 days or less from their release date and is responsible for addressing the ongoing pre-release needs of patients.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
30%	Serves as the primary liaison between the patient, internal stakeholders, and community providers (i.e. Enhanced Care Manger, County Behavioral Health, etc.). Conducts care coordination with a multidisciplinary pre-release team and community providers to identify the reentry needs of patients and thoroughly reviews patients' Health Risk Assessments to understand patient's specific re-entry needs and potential barriers to successful re-entry. Collaborates and coordinates with nursing peers and other internal stakeholders as needed, in all service line delivery areas such as the primary care team, mental health, and custody counterparts to ensure continuity of care and prevent lapses. Collaborates with community entities (i.e. CalAIM Justice Involved liaison, etc.) for assignment of community ECM provider for each patient's Managed Care Plan (MCP) in the county of release.
25%	For patients that are not yet assigned an MCP, utilizes the MCP ECM Provider Directory or identifies resources to locate an ECM Lead Care Manager or designee. Establishes contact with the assigned ECM providers and/or community provider to discuss each patient's re-entry plan, including their health needs, risks, and re-entry requirements. Shares detailed information from the Health Risk Assessment with the ECM provider, ensures that all critical health issues, potential risks, and specific reentry needs are communicated clearly to facilitate comprehensive care coordination and reentry care planning. Obtains the reentry care plans and resources developed or identified by the ECM provider to facilitate the process of connecting patients to necessary services and support systems in the community to assist with successful reintegration into the community. Collects data to assist with finalization of the re-entry care plans into the Electronic Health Record System (EHRS).
20%	Facilitates warm handoffs between healthcare staff and community providers, ensuring a smooth and supportive transition for patients. Supports the establishment and implementation of telehealth services and scheduling to ensure successful warm handoff with the patient and community providers. Completes Professional to Professional clinical handoffs with community providers and the patient, in the county of release for patients with substance use disorder (SUD) as appropriate. Conducts post-release warm handoffs as needed. Uses effective communication to provide patient education and address any questions or concerns regarding their reentry care needs, managing chronic conditions, medication adherence, preventive health measures, and navigating community resources to support re-entry needs. Escalates clinical abnormalities or concerns to the appropriate primary care team member and community provider. Utilizes decision support tools such as master registry, patient summaries, and scheduling and diagnostics reports to monitor effectiveness of treatment planning and adjusts course of care in collaboration with the care team and community provider. Serves as a patient advocate.
15%	Engages in ongoing training and professional development to stay current with best practices in correctional healthcare and the CalAIM Justice Involved Initiative. Builds relationships and enhances communication between community partners and providers. Engages in critical thinking and creative problem solving, continuously align program goals with organizational goals. Participates in quality improvement activities such as chart reviews, audits, and participation on the Quality Improvement Team. Assists in the development, revision, and implementation of all policies and procedures as directed by the supervisor or designee.
5%	Appropriately elevates concerns to supervisor to hold stakeholders accountable. Maintains a safe and secure work environment and follows all safety precautions and Department policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management.

5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Knowledge of: Fundamentals of nursing care, including medication administration; general nursing procedures and techniques involved in patient care; principles used in caring for individuals who are immobile; fundamentals of infection prevention and control; medical terminology; and principles of effective verbal, written, and group communications. *Ability to:* Perform nursing skills and procedures as regulated by licensure and certification; observe and document symptoms and behavior; maintain records and prepare reports; gain the interest, respect, and cooperation of patients; work effectively with patients and the multidisciplinary team; function effectively in an emergency situation; and practice standard precautions. **SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT** • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. **LICENSURE REQUIREMENT** Active California Vocational Nurse License in good standing. **EDUCATIONAL REQUIREMENTS** Complete continuing education as required for maintenance of a California Vocational Nurse License and as a condition of employment (40 hours of In-Service Training and on-the-job training annually). **ADDITIONAL ESSENTIAL REQUIREMENTS** Ability to work mandated overtime hours as needed. **SPECIAL PHYSICAL CHARACTERISTICS** Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated individuals. **SPECIAL PERSONAL CHARACTERISTICS** • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture. • Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE