State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: October 28, 2026	NURSING SERVICES	WARD 5	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
LICENSED VOCATIONAL NURSE	LICENSED VOCCATIONAL NURSE	573-613-8249-XXX

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - YOUNTVILLE	ROTATING SCHEDULE/ HOURS VARIES	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	NO	2	R20

The Licensed Vocational Nurse (LVN) will be a qualified LVN who meets the legal requirements to practice as a professional LVN in California.

Under the supervision of Supervising Registered Nurse and the clinical direction of the Registered Nurse on the Skilled Nursing Units, the LVN is responsible for the listed duties, which include but are not limited to the following:

% of time performing duties	ESSENTIAL FUNCTIONS
40%	Make rounds and immediately report unusual resident conditions to physician or the charge nurse. Establish consistent routine. Transcribe/note physician's orders. Obtain medications from the Talyst Remote Dispensing Unit (RDU). Administer medications and treatments as per physician's orders and according to established procedures by any route except intravenous and intrathecal. Evaluate medication administration schedule to assure proper absorption, monitor for side effects of prescribed medications, vital signs, and resident behavior. Provide ample amount of fluids during medication administration unless fluid restriction is ordered by the physician. Monitor for signs and symptoms of dehydration. Record all nursing care and treatment plans on the Medication Administration Record (MAR), and Treatment Administration Record (TAR). Assume responsibility for completing consents, laboratory reports, and charts. Complete assigned weekly summaries as scheduled by the RN/Charge Nurse and/or SRN. Documentation in these summaries will reflect the resident care plan. Documentation will be done on each shift of resident care, as scheduled. Identify nursing problems including physical, emotional, and social needs and begin formulating a written plan of care. Assist with initial resident interview and assessment upon admission, discharge, transfer, and death of a resident. Assist professional technicians before, during, and after residents' treatment program. Identify rehabilitative potential of individual residents; plan care directed toward attaining optimum level of function. Assure that appropriate vital signs are taken and recorded as indicated for level of care assigned. Assess for signs and symptoms of pain or discomfort. Use nursing measures of comfort and medicate resident as needed. Assure that all residents have weekly/monthly weight taken and recorded; report significant changes to the physician and registered dietitian immediately. Supervise all meals to prevent choking/aspiration; assess tolerance to prescribed diet and consistency, make sure that resident is properly positioned for all meals. Monitor and record percentage of food intake.

	Participate, as necessary; in daily resident care conferences on unit, planning for and evaluating nursing care for residents. Participate in change of shift report and communicate pertinent information to nursing team. Motivate and assist residents to develop self-reliance in activities of daily living. Allow rest periods to minimize fatigue. Answer call-lights promptly. Check controlled drug inventory, accept from and/or give controlled drug keys to incoming licensed nurse. Responsible for checking emergency drug supplies. Maintain medication refrigerator, medication room, and medication and treatment carts ensuring they are clean and in order.
15%	Support the effort of other therapies by effectively carrying out restorative nursing measures established. Teach basic health measures, activities of daily living and carry out other routine aspects of care. Ensure maintenance or restoration of correct body alignment and mobility, resident's personal hygiene, and skin integrity.
15%	Perform optimum standards of resident care and observe safety and Infection Control precautions and regulations at all times and stimulate a positive attitude toward these standards. Participate in nursing care to meet emergency situations, assist in providing a safe environment for the residents.
15%	Participate in continuing education programs to maintain and upgrade nursing knowledge and skills; make suggestions through appropriate channels for revising procedures and policies when indicated. Participate in committees formed to improve quality of resident care as requested.
10%	Other LVN duties as assigned to meet resident and facility's needs. Must adhere to the policies and procedures of the facility. Float to other units as necessary. **Working overtime is a requirement of this position.**
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					**X**

HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information; attend meetings.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the Home to various units.					X
SITTING: Work station, meetings, and trainings.			X		
STANDING: When making rounds in the facility.				X	
BALANCING:				X	
CONCENTRATING: Review/prepare documents and forms for survey; apply rules/regulations pertaining to survey; when needed receive assistance to resolve problems/situations from the SNF Administrator.					X
COMPREHENSION: Understand resident needs; policies and procedures.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance/interaction from staff.					X
LIFTING UP TO 10 LBS:			X		
LIFTING 10 - 25 LBS:		X			
LIFTING 25 - 50 LBS:		X			
FINGERING: Push telephone buttons; calculator keys, and computer keyboard.		X			
REACHING: Answer telephone; use mouse; retrieve documents from printer/copier.				X	
CARRYING: Transport documents.			X		
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING:Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.			X		
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer; telephone; copier, printer, fax machine.				X	
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Walking between buildings, special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage room, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**

HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**

REV. 10/2026