

PACS

Licensed Vocational Nurse

Reports To: Clinical Supervisor with clinical direction from assigned Psychiatrist and/or RN

Location: Multi-site (LA, Long Beach and San Fernando Valley)

FLSA Status: Full-Time/ Non-Exempt

Salary Range: \$35.00-\$40.00 an hour

About PACS

PACS is a community-based nonprofit dedicated to enriching the lives of children and families through counseling and caring. Since 1981, PACS has focused on serving underserved communities across Los Angeles County, with a strong emphasis on immigrant and refugee populations. The organization provides a range of mental health and supportive services, from prevention and early intervention to more intensive programs, designed to meet individuals and families where they are.

PACS is known for its culturally responsive and language-accessible approach, as well as its commitment to creating a supportive environment for both clients and staff. The organization's work is rooted in respect, community connection, and a belief that everyone deserves the opportunity to live a meaningful and stable life.

Core Values:

Compassionate Service- We believe lives can be changed when someone listens and cares. We approach our work with empathy, respect, and a genuine commitment to those we serve.

Cultural Responsiveness- We recognize and respect the diverse backgrounds of our clients and staff, and we strive to provide services that are culturally and linguistically appropriate.

Integrity, Transparency & Accountability- We take pride in doing our work responsibly, accurately, and ethically, and we hold ourselves accountable to our clients, our partners, and each other. We communicate openly and honestly, sharing information in a way that builds trust, support and accountability and helps staff and stakeholders understand expectations and decisions.

Collaboration- We work together across teams and with our communities to find practical, thoughtful solutions that support the people we serve.

Continuous Improvement- We are always learning—looking for ways to strengthen our services, improve our systems, and better support both staff and clients.

Respect for People- We value the dignity, voice, and contributions of every individual, and we aim to create an environment where people feel supported and able to do their best work.

Authenticity- PACS values honesty and being genuine in all our interactions. We encourage individuals to show up as themselves, fostering an environment of trust, respect and meaningful connection

Position Description:

The Licensed Vocational Nurse (LVN) provides medication support and basic nursing services within PACS programs under the clinical direction of PACS psychiatrists and/or Registered Nurses (RNs), while working closely with the assigned Clinical Supervisor and multidisciplinary treatment team.

This role supports safe, compliant service delivery aligned with California scope of practice regulations, DMH requirements, and Medi-Cal standards. The LVN performs task-based nursing duties and does not practice independently.

This is a predominantly field-based position supporting clients across intensive and outpatient behavioral health programs, including psychiatric medication services and telehealth-related clinical requirements.

Experience and Essential Job Functions:

Medication Support Services

- Administer prescribed oral, topical, and injectable medications within LVN scope of practice and organizational protocols
- Coordinate with psychiatrists, clinical staff, pharmacies, and external providers regarding medication-related needs
- Monitor clients for medication side effects and report concerns to appropriate clinical staff
- Accurately document medication administration and related services in a timely manner
- Support medication-related services and overall care coordination activities
- Support oral medication management and medication reconciliation activities with clients
- Provide client education and support related to medications, wellness, healthy living, and medication adherence within LVN scope of practice

Patient Care & Monitoring

- Measure and record vital signs, including blood pressure, pulse, and temperature
- Observe and report changes in client condition, behavior, or functioning
- Support clients with basic health-related needs and activities of daily living as appropriate
- Take and document client vital signs in support of psychiatric medication services and telehealth appointments
- Support routine health monitoring, screenings, and observations within LVN scope of practice
- Coordinate physical health-related services and follow-up care as appropriate

Documentation & Compliance

- Maintain timely, accurate, and complete documentation in accordance with DMH, Medi-Cal, and organizational requirements
- Ensure services are delivered and documented within LVN scope of practice and supervision requirements

- Communicate and escalate clinical concerns to the supervising RN and/or psychiatrist as appropriate

Collaboration & Communication

- Communicate changes in client condition promptly
- Participate in team meetings, case consultations, and care coordination activities
- Support clients during crisis situations by coordinating with clinical staff and appropriate providers
- Assist with care coordination activities, including scheduling appointments, managing referrals, and coordinating with external providers
- Help facilitate specialty medical and behavioral health appointments as needed
- Coordinate with pharmacies regarding prior authorizations, medication refills, and prescription-related needs in collaboration with psychiatrists and clinical staff
- Perform other duties as assigned

Scope of Practice Expectations

- Performs duties within California LVN scope of practice regulations
- Does not independently assess, diagnose, or develop treatment plans
- Does not perform duties requiring independent clinical judgment outside authorized scope
- Works under the direction of a psychiatrist and/or RN in accordance with applicable regulations

Minimum Qualifications:

- Active California LVN license in good standing
- Minimum 1–2 years of nursing experience preferred (behavioral health or community-based care a plus)
- Knowledge of medication administration and documentation standards
- Ability to work within scope of practice and follow supervision protocols
- Experience in outpatient behavioral health, FSP, or community mental health
- Familiarity with Medi-Cal/DMH documentation requirements

Preferred Qualifications:

- Bilingual (Spanish, API languages, or other threshold languages)
- Ability to work with diverse populations using a trauma-informed approach
- Strong communication, organization, and documentation skills
- Ability to respond appropriately in crisis situations
- Ability to travel throughout Los Angeles County
- Valid driver's license, reliable transportation, and proof of insurance required

Job Perks:

- Comprehensive medical, dental, and vision coverage with low premium contributions

- 401(k) retirement plan
- Professional development support including opportunities for growth
- Paid holidays and vacation time
- Mileage reimbursement
- Partial reimbursement for cell phone and internet expenses