



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the **Family Well-Being** Division! Go to our job board to apply: [job board](#)

The Public Health Licensed Vocational Nurse job at a glance

General Summary

The Public Health LVNs will be responsible for visiting families during home visits after discharge from the hospital. The Public Health Vocational Nurse is responsible for supporting families, conducting maternal and newborn assessments, and providing parent education in the areas of postnatal care, breastfeeding, parent-infant attachment, home safety, and other maternal and child health related topics. They will also help identify client strengths, needs, barriers and risks and will provide community resources for those needs. The Public Health LVN will also provide and model empathetic support and feedback when working with new moms, babies, and family members. The Public Health Licensed Vocational Nurse will be responsible for supporting clients in the priority population (pregnant individuals with known histories of substance use, pregnant individuals with current substance use, and parents of substance-exposed infants). The Public Health will use a trauma-informed approach by providing linkages to community resources to alleviate the risks of substance exposure and maltreatment to infants. Program participants may be experiencing the following: history/current substance use, substance-exposed infants, domestic violence, homelessness, mental health issues, coping with a special needs diagnosis, and Department of Children and Family Services (DCFS) involvement.

Core Benefits!

- **Field-based** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities for **learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

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Conducts home visits with postpartum clients after their hospital discharge. During these visits, completes the following as required by contract **(50%)**:

- Develops trust and rapport with clients and provides support using an empathic and client centered approach.
- Conducts a maternal assessment of the client for postpartum recovery and signs and symptoms of postpartum complications.
- Conducts a head-to-toe examination of the newborn to ensure healthy development, appropriate weight gain, and assesses for signs and symptoms of possible complications, such as jaundice or dehydration.
- Assesses infant feeding and provides assistance and support as needed.
- Effectively conducts required client assessments using standardized tools for maternal depression, parent-infant attachment, social support, home safety, as well as other non-standardized client assessments.
- Uses a strength-based family assessment approach across a broad spectrum of areas using validated, standardized tools administered in the prescribed manner.
- Refers clients to medical provider if any complications with the mother or infant are identified and provides referrals for other services as needed.

Provides information to clients about maternal and infant health, breastfeeding, parenting, attachment, home safety, family planning, infant behavior, and other related topics using a client- Attends and participates in all staff meetings, bi-monthly group reflective supervision, and weekly individual reflective supervision with Clinical Program Manager. **(10%)**

Completes all needed paperwork such as case management records, home visiting records, referral logs, monthly service reports, and individualized service plans for each client in a timely and organized manner, including clear and well written progress notes. Maintains a system of confidentiality for all data, records, and information regarding children and families. **(10%)**

Works closely with other navigators, supervisors, and administrative staff to provide a continuum of services. Adheres to all program guidelines, policies and protocols, and actively works toward achieving the goals of the program. **(10%)**

Participates in periodic trainings, webinars, and conference calls, and program meetings. **(10%)**

Assists RN in parenting and family education as needed/required by contract, agency, and best practice standards. **(10%)**

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Complete and maintain professional growth/CEU hours as needed.
- Remain current with child development literature, research, and trends in the business and politics of early care and education.
- Represent CCRC at community events, as needed.
- Meet regularly with Clinical Manager to develop a reflective practice and continuously assess their clinical nursing skills and identify areas that need special attention.
- Other duties as assigned.

Job Specifications

Minimum Required:

- **Education:** High School Diploma or equivalent.
- **Experience:** At least one year of experience in maternal and/or newborn services with strong maternal and newborn clinical assessment skills.

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- **Professional/Technical Certifications:**
 - Hold and maintain a current active LVN license from the state of California Board of Registered Nursing.
 - Hold and maintain or be able to be completed within six months of hire a Certified lactation educator (CLE) or certified lactation counselor (CLC) certification; alternately staff may be certified lactation consultant (CLC) or international board-certified lactation consultant (IBCLC/RLC).
 - Hold and Maintain a Basic Life Support (BLS) certification.
- **Technical Requirements:**
 - Must have intermediate computer skills; including internet research, e-mail, data entry, and word processing. Proficiency in Windows-based programs including Microsoft Office (Outlook, Word, and Excel), Zoom, as well as the ability to learn additional platforms related to the program.
- **Bilingual Required:** Ability to converse, write and/or translate in English and Spanish.
- **Behavioral:**
 - Ability to engage children and families from diverse backgrounds and experiences including disadvantaged, at risk, and or low income.
 - Ability to work in a non-traditional clinical environment that may include virtual visits, family homes, parks, and other locations in the community required.
 - Accept full responsibility for self and contribution as a team member and present themselves as a credible representative of the agency.
 - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
 - Adherence with technological security in accordance with Agency policy and legal requirements.
 - Build internal and external customer confidence by providing consistent and high quality customer service.
 - Consistently present a calm, competent and professional image to clients, co-workers, and management.
 - Demonstrate a high degree of judgment, discretion, and decision making ability.
 - Demonstrate aptitude for working cooperatively as part of a team and collaborate with colleagues.
 - Demonstrate flexibility, innovation, and adaptability to the changing needs of the program, department and agency.
 - Effectively transfer thoughts and express ideas verbally and in writing to individuals and in a group setting.
 - Highly organized with strong time management skills and the ability to work under tight deadlines and pressures with great attention to detail.
 - Honor and establish rapport with socially, culturally and ethnically diverse families while empowering them by building on their strengths.
 - Honor the confidentiality of children and families including safely securing Personal Health Information (PHI) and Personally Identifying Information (PII).
 - Knowledge of fetal and human development and best practices in working with adults as well as knowledge of infant, toddler, and child development; prenatal and child health requirements.
 - Knowledgeable about local community resources and ability to refer families to appropriate agencies.
 - Maintain a sense of purpose, value and ownership of work and anticipates and prepare for chosen courses of action.
 - Maintain cooperative, diplomatic working relationships with co-workers, supervisors and the public; work as part of a team and collaborate with colleagues in a positive, productive and professional manner.
 - Maintain knowledge of human development and best practices in working with adults and children.
 - Provide information to clients about maternal and infant health, breastfeeding, parenting, attachment, home safety, family planning, child development and other related topics using a client- centered approach.
 - Recognize and take independent action to solve problems.
 - Seek out new responsibilities, act on opportunities, generate new ideas, and practice self-development.
 - Strong communication and interpersonal skills (i.e. non-judgmental, objective, reflective, empathetic, patient, tactful, etc.)

- Knowledge of normal fetal, infant, and toddler development; prenatal and child health requirements; and early childhood education best practices.
- Understand one's job duties and responsibilities, keep job knowledge current, and utilize necessary skills to complete work assignments.
- **Travel:** Some travel/business related driving required; Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required.
- **Work Schedule:** Full time, typically M-F, at times may need to work a non-traditional work schedule including early mornings, late evenings and weekends.
- **Work environment:** Mixture of working in an office work environment and working directly with the community in their homes. Willingness to work in a traditional setting (i.e. office, full-time remote setting, and/or hybrid schedule (office & remote work)).
- **Background & Health Clearance Requirements: Bridge & FWB**
 - **Background check required.** As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
 - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
 - **MVR / DMV clearance** in accordance with CCRC's liability insurance provisions: For positions where driving is required.
 - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
 - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
 - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

Preferred:

All minimum requirements above met, plus:

- **Education:**
 - Associate's Degree in Nursing or Bachelor's degree in Nursing.
- **Experience:**
 - At least six months of experience conducting home visits.
 - Knowledgeable about local community resources and able to refer families to appropriate agencies.
 - Experience working with families from diverse age, cultural and ethnic backgrounds.
 - Empathy, warmth, and the ability to establish trusting supportive relationships with an ethnically diverse population.
 - Familiarity with the effects of domestic violence and parental alcohol and/or other drug abuse on family health, parenting, and general functioning. Familiarity with the effects of perinatal depression on child development, parenting, and general functioning.
- **Professional/Technical Certifications:**
 - Hold and maintain a Pediatric Emergency Assessment, Recognition and Stabilization (PEARS) or Pediatric

Advanced Life Support (PALS) certification.

- **Technical Requirements:**

- Advanced computer skills; including web browsing, e-mail, data entry, and word processing.
- Proficiency in Windows-based programs including Microsoft Office (Outlook, Word, and Excel), Zoom,

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.