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**Job Title:** Registered Nurse (RN)  
**Program/Dept.:** Adult Day Health Care (ADHC)  
**Classification:** Per Diem, Non-Exempt  
**Reports to:** Program Director  
**Location:** 4855 E. Kings Canyon Road, Fresno, CA 93727  
**Date:** September 20, 2022

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## 1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 29+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Encourage, and Cultivate”. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

## 2. THE PROGRAM

TFC ADHC is a licensed adult facility that is approved by the state to provide a **medical model of care** to Medi-Cal beneficiaries through an out-patient day program for older persons and adults with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care.

TFC ADHC provides a variety of licensed professionals, including nurses, social workers and physical, speech and occupational therapists, focus on medical, preventive, and social care to improve health outcomes for high cost / high risk patients. Also provided are activities, personal care, hot meals, nutritional counseling, and transportation to and from the center.

The objective is to restore or maintain optimal capacity for self-care to frail elderly persons or adults with disabilities; and delay or prevent inappropriate or personally undesirable institutionalization. TFC ADHC emphasizes partnership with the participant, the family and/or caregiver, the primary care physician, and the community in working toward maintaining personal independence.

## 3. SUMMARY/OBJECTIVE

Reporting directly to the Program Director, the RN is responsible for educating participants and families/caregivers on prevention and healthy habits. RN will give the best nursing care with little supervision and capable of following health and safety guidelines. The goal is to promote participant’s well-being and providing high quality nursing care.

## 4. ESSENTIAL FUNCTIONS

- 4.1 Conduct initial assessments/reassessments every six months
- 4.2 Complete Quarterly reports, flow sheets (Monitor LVN documentation)
- 4.3 Develop the plan of care in collaboration with the participant’s identified goals and/or concerns
- 4.4 Prepare an individualize plan of care for each participant
- 4.5 Provide ongoing monitoring of each participant’s health status through collaboration with physicians, nurses, health professionals and family members/caregivers
- 4.6 Attend monthly Multi-disciplinary Team (MDT) meetings to ensure participant receives all around individualized care
- 4.7 Monitor and asses each participant’s need such as vital signs, administer medication, monitor blood sugar, implement treatments to provide the best care, and assess participant ability to self-administer medication as well as provide training and monitoring ay participants who administer own medications
- 4.8 Provide all nursing care specified in the participant’s plan of care
- 4.9 Supervise personal care services provided to participants by the program aides
- 4.10 Supervise any maintenance program(s) designated to be under the supervision of the RN
- 4.11 Coordinate and maintain follow-up communication with families/caregivers



- 4.12 Assist, monitor, and instruct participants and all program staff on matters of personal hygiene, use of special aids, accident prevention, and ambulation and transferring skills
- 4.13 Complete incident reports and follow-ups where appropriate
- 4.14 Assist the Administrator and Program Director with additional nursing related tasks as requested
- 4.15 Supervise LVN/Program Aide
- 4.16 Conduct Staff/Participant in Service on nursing related topics
- 4.17 Other duties as assigned by PD or Administrator
- 4.18 RN is on full-time during the hours the center provides required services 8:30am-2:30pm

**5. MINIMUM QUALIFICATIONS:**

- 5.1 Must have transportation and a valid California Driver's License
- 5.2 Clean DMV record and valid vehicle insurance
- 5.3 Must pass background check/Live Scan and Drug Test
- 5.4 Commitment to the mission and values of the agency,
- 5.5 Committed to community building and development,
- 5.6 U.S. citizen or lawful permanent resident
- 5.7 Provide a health examination, signed by a physician
- 5.8 Must have TB clearance within 12 months prior to employment and maintain clearance annually thereafter
- 5.9 Must acquire CPR certificate within 6 months of employment
- 5.10 Able to speak, read and write English fluently
- 5.11 Physically capable both of performing the required duties and of assisting frail elderly and disabled adults, as necessary
- 5.12 Excellent case management, mentoring, coaching, and group management skills
- 5.13 Strong organizational skills with strong attention to detail
- 5.14 Effective time management skills
- 5.15 Ability to handle multiple priorities
- 5.16 Candidates must maintain confidentiality and demonstrate a high degree of integrity

**6. COMPETENCY:**

- 6.1 Strong leadership skills
- 6.2 Fluent in a Southeast Asian Language - Bilingual in Hmong language preferred
- 6.3 Knowledgeable of healthcare programs: Covered California and Medical
- 6.4 Prior knowledge and experience of governmental systems and policy changes
- 6.5 Ability to inspire, empower, and cultivate self and others,
- 6.6 Ability to adapt to various environments.
- 6.7 Strong leadership skills,
- 6.8 Ability to inspire others,
- 6.9 Ability to maintain motivation to achieve goals while dealing with challenges.

**7. SUPERVISORY RESPONSIBILITIES:**

This position will provide or directly oversee the provision of all Nursing services, LVNs and Program Aides.

**8. PERSONAL QUALITIES**

- 8.1. Accountable
- 8.2. Diligent and organized
- 8.3. Ethical and loyal
- 8.4. Punctual
- 8.5. Flexible
- 8.6. Problem-solver
- 8.7. Creative
- 8.8. Honest

**9. WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**10. TYPICAL WORKING CONDITIONS:**

The office setting is a normal environment. Occasionally work during early morning, evening, or weekend. May be subject to temperature variances in the office. The noise level in the work environment is usually moderate but may come excessively loud with the increased patient flow during a busy day.

**11. TYPICAL PHYSICAL DEMANDS:**

Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**12. POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a per diem position that will be filled in as-needed with typical work hours 8:30 am-2:30 pm, Monday to Friday. Work hours will vary from week to week.

**13. TRAVEL:**

This position will require some travel time expected for this position including home and/or hospital visits as needed.

**14. REQUIRED EDUCATION AND EXPERIENCE:**

- 14.1 Must possess, as a minimum, a nursing degree from an accredited college or university, or graduate of an approved RN program
- 14.2 Currently licensed by the California Board of Registered Nursing and provide center with copy of license
- 14.3 Some experience as a registered nurse
- 14.4 Knowledge of nursing care methods and procedures as well as laws, regulations, and guidelines that pertain to care
- 14.5 Knowledge of emergency care
- 14.6 Must possess the ability to plan, organize, develop, implement, and interpret the programs

**15. PREFERRED EDUCATION AND EXPERIENCE:**

- 15.1. Experience working with adults 18 or older with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care.

**16. ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

N/A

**17. BENEFITS:**

None

**CLOSING DATE: Open until filled.**

To apply, please submit a cover letter, resume, and three references **via email** to Kellie Charfauros, HR Coordinator at [kellie.charfauros@fresnocenter.org](mailto:kellie.charfauros@fresnocenter.org), with Registered Nurse- Per Diem in the subject line, or you can pick up an application at The Fresno Center, 4879 E. Kings Canyon Road, Fresno, CA 93727. The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.