

HUNTINGTON BEACH CITY ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: SCHOOL READINESS NURSE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Educational Services, plan, organize, and implement a School Readiness Health Services Program to promote healthy practices in children ages 0-5, and reduce long-term health problems, diseases, and disorders, as well as, to facilitate early identification and treatment to promote quality of life and establish potential for successful educational experiences.

The School Readiness Nurse Initiative Program goals are:

- Assisting parent with health insurance enrollment
- Connecting children to a medical and dental home provider
- Assisting with miscellaneous outreach efforts
- Providing comprehensive/multiple risk factors screening services
- Integrating services for at risk families
- Reviewing and documenting immunization status
- Building capacity with the immunization registry
- Providing parent education programs for child development and health promotion
- Providing professional development and trainings
- Integrating community linkages services, community planning/needs assessment and revenue maximization
- Reaching isolated clients, i.e., home school populations, teen moms, homeless and foster children
- Meeting children's health needs
- Developing incentives for clients who follow through on referrals and doctor's appointments
- Sharing successful strategies with other school readiness nurses
- Using classes to increase health literacy and treatment compliance

REPRESENTATIVE DUTIES:

Identifying the medical needs of children 0-5 years of age through screenings (vision, hearing, Ht/Wt/BMI, developmental, dental, health and immunizations) and home visits.

Screening immunizations for children 0-5 for compliance with state guidelines, child abuse prevention and reporting, health and dental screenings

Collaborating with and providing assistance to the School Readiness Liaison/Early Learning Specialist to plan education on growth and development for parents and staff

Collaborating to provide health services to special populations

Collaborating with other health agencies

Attending conferences, in-service trainings, meetings and workshops to enhance and develop the program

Providing a variety of health education classes to students, parents and staff

Assisting district health services staff in providing training and support (such as CPR and first aid classes) to parents and staff as needed

Providing referrals and follow-ups and facilitation of prescription compliance

Partnering with public health nurses, pediatricians, and health specialists to ensure seamless health care services to children ages 0-5

Completing forms and data required by the commission and state and federal agencies

Complying with state and federal guidelines

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Prevention methods and activities
- Early identification and treatment of health problems, disease, and disorders
- Proper operation of specialist health assessment instruments
- Modern medical terminology, equipment, and techniques
- Accepted methods and principles of personal hygiene
- Diagnostic methods of medical conditions and diseases
- Accepted testing techniques for hearing, vision, and other screenings
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Public health agencies and local health care resources
- Health and safety regulations
- Modern office practices, procedures, and equipment
- Record keeping techniques

Ability To:

- Make generalizations, evaluations, or decisions without immediate supervision.
- Analyze situations accurately and adopt an effective course of action during routine emergency situations.

- Identify various health needs and unusual and critical cases, such as child abuse, and recommend appropriate action.
- Prepare and deliver oral presentations regarding health and safety issues and communicable diseases.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Read, interpret, apply, and explain District/department objectives, goals, rules, regulations, policies, and procedures.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Understand and work within scope of authority.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Work confidentially with discretion.
- Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE:

Bachelor's degree, including all courses needed to meet credential requirements.

LICENSES AND OTHER REQUIREMENTS:

- Registered Nurse License
- California School Nurse Services Credential or Preliminary School Nurse Credential with enrollment in a School Nurse Credential Program
- First Aid Certification
- CPR Certification
- School Audiometric Certificate
- Valid California Drivers License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms;

talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must be able to independently lift and/or move up to 25 pounds and lift and/or move more than 25 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

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.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee primarily works in office and school settings. The employee will drive their personal vehicle to various district properties. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environments described is usually moderate.