

## LICENSED VOCATIONAL NURSE

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the immediate supervision of the Supervising District Nurse, Director of Funded Programs and Psychological Services, Building Principal and Team Leader, works as a member of the health team to assist in the delivery of health services and information to students, staff and parents.

### ESSENTIAL JOB FUNCTIONS:

- . Performs all duties within the scope of his/her license;
- . Provides specialized nursing services to provide tube feedings, catheterizations, and other specialized health care services;
- . Assists with mandated health screenings (Examples, vision, immunizations, hearing, scoliosis, etc.);
- . Provides first aid to address immediate and emergency medical care needs of students and staff who become ill or injured;
- . Communicates with parents, doctors, and agencies to facilitate services for students with special health care needs;
- . Assists in maintaining and dispensing medication to provide students with prescribed medication on a scheduled bases in accordance with established Board policies;
- . Completes school medical records to maintain current and accurate records of students' health history;
- . Prepares monthly statistical report of services performed;
- . Assists in the delivery of health services to eligible special education children;
- . Counsels with pupils and school personnel regarding pupil's health needs;
- . Work with school personnel to promote safety and maintain a healthy school environment;
- . Confer with parents regarding children's health and assist with referrals for treatment when necessary;
- . Participate in the formation of procedures for the control of communicable disease within the school in compliance with state and County health regulations;
- . Help create an awareness of health services in the community;
- . Participate in professional growth activities;
- . Arrange work schedule to accommodate emergency situations at the assigned site or other work site when necessary;
- . Maintain confidentiality and professional work ethic at all times;
- . Perform other job related duties as assigned by immediate supervisor.

### EMPLOYMENT STANDARDS AND QUALIFICATIONS:

- . Applicants selected for employment will be required to submit fingerprinting and TB clearance at their own expense;

### Knowledge of:

- . standard nursing practices
- . first aid procedures
- . federal, state, and local health regulations concerning students

**Skills to:**

- . follow written and oral procedures
- . communicate appropriately with parents, school personnel, and physicians
- . provide specialized nursing services

**Ability to:**

- . provide health care services to special education students
- . provide first aid care to students
- . maintain current and accurate health records
- . interact with a diverse student, staff and community
- . hear and understand speech at normal levels
- . see and read notes, memos, student reports, and other printed material
- . write legible reports
- . bend, twist, kneel and stoop
- . lift and carry twenty-five (25) pounds
- . reach in all directions
- . speak clearly and effectively
- . sit and stand for periods of time

**WORK YEAR:**

- . The work year is one hundred eighty (180) days, plus paid holidays.

**LICENSES AND CERTIFICATION:**

- . Valid California licensed vocational nurse certificate issued by the California State Board of Vocational Nurse Examiners;
- . Valid California drivers license and proof of automobile insurance;
- . Current First Aid and CPR certificate.

**EXPERIENCE REQUIRED:**

- . Experience working with public schools, pediatrics, child care centers, or related agencies desired.

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**