

JOB DESCRIPTION

JOB TITLE: *Licensed Vocational Nurse - School Health (2118)*

Job Summary:

Works as a member of the health team to assist in the delivery of health services under the direction of the Program Manager, School Health Programs.

Essential Job Functions:

- ▶ Provides specialized nursing services to provide insulin administration, gastric tube feedings, catheterizations, and other specialized health care services.
Assists the credentialed school nurse with mandated health screenings to rule out health problems with vision, immunizations, hearing, and scoliosis.
- ▶ Provides first aid to address immediate and emergency medical care needs of students.
- ▶ Communicates with parents, doctors, and agencies to facilitate services to students with special health care needs.
- ▶ Assists in maintaining and dispensing medication to provide students with prescribed medication on a scheduled basis.
Observes patients for the purpose of determining if there is an adverse reaction to medication or treatment in order to take any necessary action.
- ▶ Completes school medical records to maintain current and accurate records of students' health history.

Education Required:

- High school diploma or the equivalent.

Experience Required:

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

Skills, Knowledge and/or Abilities Required:

- ▶ **Knowledge of:**
 - standard nursing practices;
 - first aid procedures;
- ▶ **Skills to:**
 - follow written and oral procedures;
 - communicate appropriately with parents, school personnel, and physicians;
 - provide specialized nursing services;
 - operate pertinent medical equipment;
 - assemble and use equipment such as catheters and tracheotomy tubes;
- ▶ **Ability to:**
 - provide assigned health care services;
 - provide first aid care to students;
 - maintain current and accurate health records, charts;
 - interact with a diverse student population;
 - read, write and understand medical terms, figures and symbols;
 - listen and ask questions pertaining to a specific medical situation.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Licensed Vocational Nurse Certificate or prelicensed Vocational Nurse Permit
- Valid CPR certification.
- ▶ Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

June 2013

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

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