

JOB DESCRIPTION

Job Title: *Licensed Vocational Nurse – Behavioral Health Services (2114)*

Job Summary:

The Licensed Vocational Nurse – Behavioral Health Services (BHS) works as a member of the psychiatry nursing team to assist in the delivery of mental health services to eligible students.

Essential Job Functions:

- Interprets physician orders accurately.
- Completes statistical records, and documents clinically relevant information in patient's electronic health record.
- Complies with all BHS and Tulare County Health & Human Services policies and procedures.
- Orders refills of medications per physician orders.
- Obtains prior authorizations for prescribed medications to students enrolled in the BHS program.
- Monitors black box warnings for antipsychotic medications.
- Maintains nursing logs i.e., refrigerator, room, injections, etc.
- Communicates effectively and courteously with doctors, parents, students and staff to facilitate psychiatric services.
- Takes vital signs and measurements, and records results on patient's electronic chart.
- Checks consumer's chart to ensure that required information has been obtained.
- Obtains and tracks receipt of informed consent(s) for antipsychotic medications.
- Follows established infectious waste policy for disposal of infectious material.
- Attends medication monitoring and utilization review meetings as needed.
- Monitors and logs sample medications.
- Provides specialized nursing services.
- Other duties as assigned.

Education Required:

- High school diploma or the equivalent.

Experience Required:

- Experience working in the mental health field preferred.
- Experience in pediatrics preferred.

Skills, Knowledge and/or Abilities Required:

- **Knowledge of:**
 - standard nursing practices;
- **Skills to:**
 - follow written and oral procedures;
 - communicate appropriately with physicians, parents, students and staff;
- **Ability to:**
 - provide health care services to students with mental health services on their Individual Education Plan;
 - maintain accurate health records;
 - interact with a diverse student population;

Licenses, Certifications and/or Testing:

- Licensed Vocational Nurse license or prelicensed Vocation 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

December 2014

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.