

JOB DESCRIPTION

JOB TITLE: Licensed Vocational Nurse – SCICON (9927)

Job Summary:

The SCICON Licensed Vocational Nurse (LVN) works as a member of the health team to assist in the delivery of health services in a camp setting under supervision of the SCICON Nurse and Program Manager, School Health Programs.

Essential Duties:

- Assists with health check-in for all students upon their arrival at camp, including review of health history forms, collection of medications, and documenting any other health situations that are presented or found upon arrival;
- Provides first aid to address immediate and emergency medical needs of students;
- Maintains/Dispenses medications to provide students with prescribed medication on a scheduled basis;
- Observes students for the purpose of determining if there is an adverse reaction to medication or treatment in order to take any further necessary action;
- Assists SCICON Nurse in providing nursing and emergency care, such as administration of prescribed medications for chronic health management on a scheduled basis; responds to school-wide student health emergencies and administers emergency medication administration for life threatening conditions (i.e., anaphylaxis, seizure, etc.), and Cardiopulmonary Resuscitation (CPR);
- Provides specialized nursing services such as tube feedings, catheterizations, diabetes management and other specialized health care services as outlined in the manual for specialized nursing;
- Provides first aid to address immediate and emergency medical care needs of students and staff;
- Communicates with SCICON nurse, parents/guardians, doctors, and community agencies to facilitate services to students with special health care needs;
- Monitors and observes the health of students on an ongoing basis;
- Communicates with parents/guardians regarding any health issues/major injuries with their student via phone or email;
- Assists the SCICON Nurse in coordinating in obtaining student health information/records and maintaining a running accurate record of students with disabilities and/or health concerns or diagnosis;
- Assists the SCICON Nurse in collecting a variety of health data daily using an individualized school health data excel spreadsheet;
- Participate in ongoing educational activities related to professional issues; seek formal and independent learning experiences to develop and maintain clinical and professional skills and knowledge related to school health/nursing and/or pediatric health care and management;
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events as assigned;
- Is flexible in their working schedule to meet the complex student health needs and ensure safety of the students;
- Assists the SCICON Nurse with monitoring and maintain of on SCICON interns and counselors and assists with medication administration and individual health management as necessary;
- Openly communicates and collaborates with the SCICON Nurse, SCICON Director and School Health Programs Manager to ensure the health and safety needs of students are met;
- Assists the SCICON Nurse with completing inventory of all medical products/equipment and submit a list of supplies needed for the following school year;
- Ensures that all medical records and pertinent documents are complete, filed and secured.
- Perform other related duties consistent with the goals and objectives of the position as assigned;

Knowledge of:

- basic nursing skills and specialized physical health care procedures;
- standard precautions and control of infectious diseases;
- laws and regulations relating to the role and scope of practice of the Licensed Vocational Nurse;
- procedures related to confidentiality, child abuse reporting requirements and prevention strategies;
- First Aid and CPR/AED procedures and practices;
- office practices and 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 tracheostomy tubes;
- dispense prescriptive medications;
- recognize a health emergency and act accordingly in a calm manner;

Ability to:

- administer care for students with disabilities and complex healthcare conditions;
- provide assigned health care services;
- effectively evaluate and monitor the health status of students;
- recognize and communicate health problems and/or concerns and report them to the school nurse, school administrator, and parent/guardian;
- provide first aid care to students, school/SCICON staff, interns and counselors;
- 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;
- work confidentially and with discretion in accordance with HIPPA and FERPA laws and regulations;
- communicate effectively both orally and in writing;
- follow SCICON policies and procedures;
- maintain confidentiality of student health information;
- Exhibits professional appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy;
- physically get to remote locations on camp quickly and safely over uneven terrain;
- oral and auditory ability to use phone and emergency communication devices (i.e., walkie talkies);
- perform job responsibilities during daylight and nighttime hours;
- visually identify and respond to environmental hazards;
- travel using own vehicle;
- Drive an off-road vehicle to reach students or staff located in more inaccessible areas on camp grounds

Education Required:

- High school diploma or equivalent is required

Experience Required:

- Experience working with public schools, pediatrics, childcare centers, or related agencies.
- Experience in working in a camp setting as the camp nurse preferred.

Other Requirements:

- Certification as a Licensed Vocational Nurse.
- Valid cardio-pulmonary (CPR) and First Aid certification.
- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI fingerprint Response upon hire.

Working Conditions: The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

Environment:

- Various outdoor and indoor locations, health office, lodge, cabins, hikes/trails, etc.
- Driving an outdoor recreational vehicle to conduct work or retrieve an ill or injured student from a location anywhere on camp site grounds.
- Regular interruptions.
- Work during daylight and nighttime.
- Small and large group meetings.

Physical Demands:

- Bending at the waist, kneeling, or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understand voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or health equipment.
- Sitting, standing and/or walking for extended periods of time.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) to seventy-five (75) pounds.
- Able to walk and/or run on a variety of different outdoor terrains and uneven surfaces.
- Able to work outdoors in a variety of different environmental elements.

Hazards:

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.
- Potential for interaction with students that have emotional disturbances and or aggressive behaviors or outbursts.
- Potential for interaction with assorted species of wildlife in the camp setting (i.e., snakes, ticks, bears, etc.).
- Potential environmental hazards could include but not be limited to any of the following: snow, high winds, wildfires, flooding, etc.

FLSA Status: Non-Exempt

August 2023

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.