

**JOB DESCRIPTION**

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

**Job Summary:**

Under the direction of the Program Manager, School Health Programs and/or designee, the LVN works as a member of the health team in the delivery of health services.

**Essential Duties:**

- Provides specialized nursing services for students, including but not limited to insulin administration, gastric tube feedings, catheterizations, tracheostomy care and management, and other specialized health care services;
- Assists credentialed School Nurse in providing nursing and emergency care: administration of prescribed medications; respond to student health emergencies; administer emergency medication administration for life threatening conditions (i.e., anaphylaxis, seizure, etc...), and administer Cardiopulmonary Resuscitation (CPR);
- Provides first aid to address immediate and emergency medical care needs of students;
- 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 the credentialed School Nurse with planning and coordinating mandated health screenings to rule out health problems with vision, hearing, immunizations, etc;
- Verify immunization records for enrolled and enrolling students and staff for the purpose of complying with laws and established guidelines;
- Complete school medical records to maintain current and accurate records of students' health history;
- Communicate with parents, doctors, and agencies to facilitate services to students with special health care needs as directed by the School Nurse;
- Provide notification and health updates to the credentialed School Nurse when students' health management changes and/or a new chronic health condition is identified;
- Order and maintain inventory of health supplies and materials for the purpose of maintaining availability of required items;
- Performs general clerical functions (i.e., answer telephone, data entry, file, copy, etc.) to support health services activities in a timely and efficient manner;
- Provide a positive school health environment through open communication and collaboration with the credentialed School Nurse and district staff on an ongoing basis;
- Maintain health office work areas (i.e., clean and sanitize sinks, counters, tables, etc.) to provide a safe and sanitary working environment;
- Attend meetings, workshops, and/or in-serve trainings as assigned for the purpose of conveying and/or gathering information required to perform functions;
- Perform other duties consistent with the goals and objectives of the position and 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;
  
- 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;
- 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;
- exhibit professional, appropriate interpersonal skills including: tact, patience, flexibility and courtesy;
- communicate effectively both orally and in writing;
- maintain confidentiality of student health information;
- exhibit professional appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy;
- travel using own vehicle;

**Education Required:**

- High school diploma or equivalent is required

**Experience Required:**

- Experience working with public schools, pediatrics, childcare centers, or related agencies.

**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:**

- Health office, school facility, school bus, and/or community-based environment.
- Driving a vehicle to conduct work and as necessary using own transportation.
- Regular interruptions.
- 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) pounds.

**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..).

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.