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**HUMBOLDT COUNTY OFFICE OF EDUCATION
LICENSED VOCATIONAL NURSE / HCOE HEALTH TEAM**



*Chris Hartley, Ed.D.
Superintendent*

JOB SUMMARY

Implement HCOE school health program and provide direct services to meet the needs of the students and staff under the clinical supervision of the school health coordinator or school nurse (R.N.)

EXAMPLES OF DUTIES

- Coordinate screening schedules with county school districts.
- Assist school nurses in vision, hearing and scoliosis screening and recording of results.
- Assists parents, staff, students in using appropriate community resources.
- Responds to emergencies, performs CPR if needed, and first aid if requested by school staff.
- Refer emergencies to school nurse, administrator, parent, teacher and supervisor.
- Collaborate with public health department and school nurses in reporting communicable disease.
- Assist nurses with TB screening of staff in schools as requested. Maintain TB testing supplies, and assessment records.
- Assist with referrals for health screenings requiring follow up, and health reports.
- Provide back up support to LVN's at Glen Paul School as needed.
- On occasion, provide medical care to students in school districts until health aides are in place.

EMPLOYEMENT STANDARDS

Education and Experience

Demonstration of basic competency equivalent to graduation from high school; maintain a current specialized California license for Licensed Vocational Nurse; possessor maintain upon hire a current CPR and First Aide certification; one year of working in the medical field desirable; training or experience working with children, including special needs children is also desirable.

Note: Upon employment must pursue certification as a Certified School Audiometrist / through State of California Health Services. (Employer will cover associated cost)

Employees in this position must have a valid California driver's license and be able to operate a vehicle to drive to the necessary schools throughout the county or be able to otherwise move about to multiple work sites on any given day.

KNOWLEDGE OF:

- District policies and State regulations concerning student immunizations.
- Broad range of health issues and care devices.
- Community resources related to health.
- Medical terms.
- First Aid and CPR.
- Emergency medical resources available to the community.
- Basic concepts of child development, learning patterns and behavior.
- Operation of standard office equipment, computers.

ABILITY TO:

- Read and write in English
- Communicate effectively with children and adults.
- Establish and maintain effective working relationships with the Health Team and a variety of individuals and groups.
- Maintain emotional control under difficult often stressful situations.
- Perform specialized medical procedures, and administer necessary medications if assigned within the scope of the LVN license.
- Work independently and with the health team as a unit, using good time management.
- Recognize hazards to safety.
- Apply knowledge and practices with judgment.
- Learn laws, rules, practices, immunization requirements and procedures related to public education for children.
- Maintain professional competency.
- Understand and maintain strict confidentiality.
- Perform routine clerical work;
- Supervise children in the classroom and out of doors.
- Follow oral and written directions.
- Adapt to changing work demands.
- Manage task priorities to meet deadlines.
- Read and comprehend fine print such as contracts, spreadsheets, texts, catalogs, etc.;
- Communicate effectively via telephone, computer, email and in person;
- Lift and carry items weighing up to 50 pounds by one individual unless using wheeled equipment, in which case these limits may be exceeded.

SAFETY AND ENVIRONMENTAL CONSIDERATIONS FOR POSITION

- Handle various chemicals such as rubber cement, correction fluid, Photomount, deglazer, etc., which can be hazardous if ingested, inhaled, or otherwise handled in an unprofessional manner;
- Work with sharp instruments (cutting blade, scissors, paper cutter, etc.);
- Lean or stand for periods of time;
- Sit on elevated chairs with wheels and having to maneuver on them;
- Work in high-production/pressure environment with constant interruptions;
- Lift binders, supplies, paper boxes, etc.
- Work around equipment with numerous moving parts, rollers and noise; i.e., collator and presses;
- Be very agile (ability to stand, sit, climb ladders, stoop, etc.) with a high degree of confidence and speed.

Recommended Range: 35

Personnel Commission approved: November 14, 2017