

Washington Unified School District

JOB DESCRIPTION

Job Title: Licensed Vocational Nurse

Job Summary:

Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports.

Essential Functions:

- Perform specialized physical health care services for students including suctioning, blood sugar testing, medication administration, and diapering.
- Perform basic first aid procedures to all students.
- Maintain a healthy and safe environment for students and staff, assuring cleanliness and sanitary conditions of medical instruments and offices.
- Provide information to staff, students and parents regarding safety issues, head lice, hand-washing practices and other health-related matters.
- Prepare and maintain records, reports and doctor orders and parental consents related to assigned activities; maintain student cum files and immunization records as needed.
- Respond to emergencies, evaluate condition of students and provide health instruction and care as needed.
- Discuss student's health with parents.
- Service students ages 3-21 at various school sites.
- Work with school nurse in providing support to school staff concerning health needs of individual students, (e.g. students with diabetes, seizures, asthma, severe food allergies, etc.)
- Assists District School Nurse (e.g. documents medications, weight and height documentation, physical exams) for the purpose of providing hearing and/or vision screening, verification of medication, etc.
- Attend IEP, 504, or SARB meetings for students with significant health needs.
- Report suspected child abuse, coordinate activities and resolve other health-related issues and concerns.
- Attend a variety of meetings to maintain current knowledge of medical laws, rules and regulations and technological advancements in the field of medicine.
- Provide computer-generated reports to site and District Supervisors and Directors.
- Perform related duties as assigned.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - Follow oral and written directions.
 - Work cooperatively with others in a team environment.
 - Operate computer hardware and software.
 - Communicate with students, parents and District personnel.
 - Maintain accurate records.
 - Input information accurately and quickly into online systems.
- **Knowledge of:**
 - Modern medical terminology, equipment and techniques.
 - Accepted methods and principles of personal hygiene.
 - Basic diagnostic methods for medical conditions and diseases.

- Public health agencies and local health care resources.
- Health and safety regulations.
- Operation of specialized medical equipment, machines and instruments.
- Record-keeping techniques.
- **Ability to:**
 - Maintain a healthy and safe environment for students and staff.
 - Plan, organize, identify and provide health services to students.
 - Coordinate communications and resources to assure program activities run smoothly and effectively.
 - Meet schedules and time lines.
 - Record data and information into a computer and online system.
 - Establish files, records, reports and referrals.
 - Communicate effectively both orally and in writing.
 - Read, interpret, apply and explain rules, regulations, policies and procedures.
 - Maintain current knowledge of technological advances in the field.
 - Work independently with little direction.
 - Prioritize and schedule work.
 - Maintain confidentiality of student medical records.
 - Bend at the waist, kneel or crouch to assist students.
 - Lift moderately heavy children from wheelchairs to tables as needed.
 - Carry, push, or pull moderately heavy objects such as wheelchairs.

Education and Experience Required:

- Graduation from an accredited Vocational Nurses Training Program.
- High School Diploma or equivalent

Certificates, Licenses, Clearances, Testing Required:

- Valid California's driver's license.
- Current valid California State license as a Licensed Vocational Nurse.
- Valid First Aid and CPR Certification.