

Job Title: HEALTH AND WELLNESS LVN - BILINGUAL

Definition:

Under the general supervision of the Assistant Superintendent of Business Services and the immediate supervision of the Director of Information & Technology (ITS) and the Supervisor of Operations (Welcome and Wellness Center), performs a variety of health related tasks of above average difficulty.

Distinguishing Characteristics:

This classification is distinguished from other clerical positions in that it is a health related position located in the Welcome and Wellness Center.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Verify and input student health records and assists with compilation of related lists/reports.
2. Verifies and inputs data as needed and assists in the maintenance of up-to-date records and reports for the District.
3. Assists Supervisor and Enrollment Specialists in the efficient operation of the Welcome and Wellness Center.
4. Communicates and consults with parents regarding need for updated immunizations, school physical exam, dental exam, etc. Coordinates with medical providers and families to help students receive services needed.
5. Performs health related clerical duties including recording/filing of mandated health screening, hearing/vision, scoliosis, color vision, etc. Enters required health data in computer.
6. Provides information to District Nurses with targeted activities aimed at improving student health, attendance, and academic progress, including:
 - Reviewing computerized documentation of daily student health office visits in order to identify specific health trends.
 - Assisting the District Nurses with classroom student health and wellness presentations based on areas of concern identified in the health trend analysis, i.e. hygiene, hand washing, nutrition.
 - Assisting the District Nurses with parent health presentations providing detailed information regarding “healthy habits”, avoiding illness, proper nutrition, importance of sleep, etc.
 - Assisting the District Nurses in monitoring and evaluating effectiveness of health and wellness student and parent education.
 - Communicate with District Nurses regarding incoming students with health needs – arrange initial Individual Health Plan meetings with site personnel as needed.
7. Process referrals to outside health related agencies.
8. Develop and maintain an updated list of health and wellness related businesses and participate in community health and wellness committees and events.
9. Regular participation and attendance at HEAL Zone, Antelope Valley Partners for Health, City of Lancaster Wellness Project and other community health related meetings.
10. Performs other related duties as assigned.

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Minimum Knowledge, Skill And Ability

Knowledge of:

- Modern office methods, typing, filing, and school health care mandates
- Basic CPR and First Aid
- District and Community health related resources available to students and families
- Microsoft Office Programs

Skill and Ability to:

- Perform general clerical work of above average difficulty
- Use correct grammar, spelling, and punctuation
- Understand and follow oral and written directions and instructions in English and Spanish
- Communicate effectively in English and Spanish (both orally and in writing)
- Use modern office equipment and machines – effective use of computers including Microsoft Word, Excel and District information system
- Multitask and adhere to timelines
- Assist families with health needs
- Relate effectively and appropriately with parents and community members/partners
- Work with people of various cultural, language and socio-economical backgrounds
- Work in a positive cooperative mode with fellow workers, supervisors, students and parents
- Administer basic first aid and CPR
- Consistently perform health related procedures as trained
- Ability to effectively relay health information in a calm, professional manner in person or by phone
- Maintain professional confidentiality

Training And Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skill and abilities would be: high school diploma or equivalent and current CPR and First Aid certification and some health care experience. Bilingual (English and Spanish) required. Current Licensed Vocational Nurse certificate is required.

Physical Requirements And Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach a dexterity of hands grasp and manipulate small objects.
- Is subject to inside and outside environmental conditions.
- May be required to take and pass a physical examination.
- Possession of a California Driver's License and be insurable.
- May be required to work evenings and Saturdays
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 40

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| Physical Demands: | HPD = Hrs. Per Day | | |
|--------------------------|---------------------------|-------------------------|-----------------------|
| | Rarely (0 – 1.5 HPD) | Occasionally(1.5-3 HPD) | Frequently(3 – 6 HPD) |
| Sitting | | | X |
| Standing | | X | |
| Walking | | X | |
| Bending (neck) | | | X |
| Bending (waist) | | X | |
| Kneeling | X | | |
| Reaching | X | | |
| Stooping | X | | |
| Crawling | X | | |
| Twisting (back & neck) | X | | |
| Climbing | X | | |
| Pushing/Pulling | X | | |

| Lifting | | | | Carrying | | |
|----------------|----------------------|------------------------------|--------------------------|----------------------|-------------------------------|---------------------------|
| | Rarely (0-1.5HPD) | Occasionally (1.5 – 3HPD) | Frequently (3 – 6HPD) | Rarely (0-1.5HPD) | Occasionally (1.5 – 3 HPD) | Frequently (3 – 6 HPD) |
| 0–10 lbs. | | X | | X | | |
| 11–25 lbs. | X | | | X | | |
| 26–50 lbs. | X | | | X | | |
| 51–75 lbs. | X | | | X | | |

| Mental Demands: | Rarely (0 – 1.5 HPD) | Occasionally (1.5 – 3 HPD) | Frequently (3 – 6 HPD) |
|------------------------|-------------------------|-------------------------------|---------------------------|
| Problem Solve | | | X |
| Make Decisions | | | X |
| Supervise | X | | |
| Interpret Data | | | X |
| Organize | | | X |
| Write | | | X |
| Plan | | | X |
| Multi-Task | | | X |

| Equipment Use: | Rarely (0 – 1.5 HPD) | Occasionally(1.5 – 3 HPD) | Frequently (3 – 6 HPD) |
|-----------------------|----------------------|---------------------------|------------------------|
| Telephone | | | X |
| Copier | | X | |
| Computer | | | X |
| FAX Machine | X | | |