

Job Title: LICENSED VOCATIONAL NURSE

Definition:

This person will be working with children - preschool through eighth grade.

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. Perform specialized health care procedures in accordance with standards of practice.
Example: rectal dastat, catherization, gastrostomy tube feedings, ostomy care, tracheostomy care, suctioning, ventilator, administer medication.
2. Assist in individual feeding program.
3. Provide toileting/diapering assistance as appropriate.
4. Assess students for acute and chronic health problems as requested by school staff or supervising nurse.
5. Report student health concerns to supervising school nurse or site administrator.
6. Assist with the implementation of student health care procedures and protocols.
7. Operate a variety of medical equipment.
8. Must have basic computer skills.
9. Maintain student health records, reports, and medical orders.
10. Assist with medical documentation and billing procedures.
11. Lift and position physically disabled students, as needed.
12. Initiate emergency procedures related to seizure disorders and allergic reactions.
13. Follows all Head Start performance standards, state preschool funding terms and conditions, and Title 22 licensing requirements (as applicable).
14. Other related duties as assigned.

Education and Certification:

- Graduate of an accredited school of vocational nursing
- Certification from the California Board of Vocational Nursing
- Valid/Current First Aid and CPR certification
- Valid California driver's license and the ability to provide transportation between school sites.

Physical Requirements and Working Conditions:

- Some positions in this classification may require the availability of private transportation.
- Some positions may require the ability to lift or move pupils who weigh up to 50 pounds.
- The employee may be required to use a multi-person lift or learn the use of mechanical lifting equipment to lift or move pupils who may weigh in excess of 50 pounds, or a pupil of a weight who may present other lifting problems.
- Some assignments may require constant attention of protecting physical safety in a classroom where students, because of assault or self-abusive tendencies, could cause serious injury to themselves or others.
- Will be required to complete and pass a health screening.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

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Range: 39

PHYSICAL REQUIREMENT INFORMATION

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 – 3 HPD)	Frequently (3 – 6 HPD)	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 – 3HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer		X	
FAX Machine	X		
Radio	X		