

Birmingham Community Charter High School Licensed Vocational Nurse (LVN)

Title: Licensed Vocational Nurse (LVN)
FLSA Status: Non-Exempt
Reports to: Administrative Director/Credentialed School Nurse
Supervises: N/A

DEFINITION:

Under direction of the Administrative Director and under supervision of the school Nurse, the Licensed Vocational Nurse will assist in the delivery of health and wellness services to students.

ESSENTIAL FUNCTIONS:

- Assists the school Nurse with implementing the district health program
- Organizes and implements screening clinics
- Prepares necessary records and/or equipment and supplies essential to proper execution of clinics and/or screening programs
- Provides follow-up activities related to clinics and/or examinations; activities include communications with district staff, community agencies
- Notifies parents of students about illnesses, physical injuries and potential health problems, assists in referrals for pursuit of appropriate action
- Records, updates, and files health information which includes screenings, immunizations, referrals, and medical reports
- Assists families in linking them to needed community health services
- Manages medications according to district procedures
- Provides specialized health care procedures and services when necessary
- Assists school Nurse in providing health education to students, parents, and staff including classroom presentations
- Attends parent meetings as directed
- Provides appropriate emergency nursing response services for ill or injured students
- Promotes safety issues within the school community
- Communicates individual student health issues to teachers
- Collaborates with student support programs such as Healthy Start, Turning Point, school Counselors etc. regarding individual students
- Assists with hygiene and/or toileting issues as needed
- Inputs and updates student records in various digital mediums, i.e., AERIES, etc.
- Case manages students with identified health issues
- Maintains on-hand necessary supplies for school use and distributes first-aid supplies to selected areas, while working within determined budget
- Performs other related duties as assigned

KNOWLEDGE OF:

- First Aid practices, CPR, AED, and general knowledge of health services practices
- Computer skills using various software, i.e., MS Word, Excel, email, etc.
- Knowledge of general health office procedures and equipment and office machines
- General knowledge of office methods and procedures including filing systems, telephone and reception techniques
- Writing skill sufficient to prepare letters and memoranda using proper English grammar
- Record-keeping techniques
- Judgment skill sufficient to correctly apply identified rules, policies and practices in a variety of procedural situations
- Organizational skill sufficient to follow oral and written instructions without close supervision
- Reading skill sufficient to read and understand basic English words and sentences and medical terminology in a variety of moderately complex documents
- Proofreading skill sufficient to find and correct spelling, punctuation and grammatical errors in text and errors in arithmetic

Licensed Vocational Nurse (LVN)

- Interpersonal skills sufficient to maintain cooperative working relationships with students, parents, staff members, community, business representatives and others from a variety of educational, cultural and socio-economic backgrounds
- Oral communication skills sufficient to convey general person-to-person information
- Sufficient mathematics skills to accurately add, subtract, multiply and divide whole and fractional numbers

ABILITY TO:

- Perform health care services in a friendly and compassionate manner
- Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees and the general public
- Perform routine clerical health office duties
- Understand and follow oral and written instructions
- Learn procedures and functions of assigned duties
- Communicate effectively orally and in writing
- Speak fluent Spanish
- Maintain a clean, neat, professional appearance suitable for public contact
- Travel locally between worksites

EDUCATION AND EXPERIENCE:

- High School graduate or General Education Degree equivalent (GED)
- 2 years' experience in health care field/nursing
- Experience working with K-12 aged children, preferred

LICENSES/CERTIFICATES:

- Valid California Vocational Nursing License
- Current CPR and First Aide Certification

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Standing and sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Perform light physical exertion. Lift and carry 25 pounds.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date