



Job Description

Marin County Office of Education

Licensed Vocational Nurse

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Licensed Vocational Nurse is done for the purpose/s of assessing the health needs of students and implementing individual health care plans as directed by a physician; monitoring student health care plans incorporating parent/guardian and/or physician input; ensuring legally compliant health care practices relevant to student health, care for ill/medically complex, and/or injured students; serving as a health care resource to staff; conducting mandated health screenings; and identifying health issues for referral to appropriate parties for treatment and/or proper follow-up.

This Job reports to Assigned Supervisor

Essential Functions

- Accompanies students throughout the day (e.g. classroom, lunch, recess, etc.) for the purpose of supporting students with toileting/changing, lifting/transferring, tube feeding, health needs, physical needs, and/or medication and ensuring student is monitored and needs are met according to healthcare plans and IEPs.
- Administers first aid, medication, and specialized medical treatments (e.g. tube feedings, oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically complex, and/or injured students.
- Assesses situations involving students' safety and other health related issues for the purpose of identifying issues, rectifying immediate needs, referring for proper treatment, and complying with legal requirements.
- Collaborates with a variety of entities (e.g. classroom staff, parents/guardians, health care providers, managers, etc.) for the purpose of promoting and/or securing student health services; advising parties of changes in student health status, recommending further medical intervention, providing health related information and/or ensuring compliance with legal requirements.
- Develops individual student care plans with support from Credentialed School Nurse (CSN) for the purpose of addressing students' health needs; providing direction to site personnel, and/or implementing directions provided by parents and/or physicians.
- Implements and monitors health care plans for students with health related issues for the purpose of meeting the needs of students with chronic health issues and/or providing for accommodation requirements.
- Maintains and organizes student confidential files and records (e.g. health care plans, agency referrals, accident reports, etc.) for the purpose of providing information in compliance with legal requirements and professional standards.
- Participates in a variety of meetings, workshops, seminars, and interdisciplinary teams for the purpose of maintaining/improving skills and knowledge; gathering, conveying, and/or sharing student health needs information, service delivery, and/or educational programs.

- Provides training on a variety of health related subjects (e.g. CPR, medication management, hygiene, student care, etc.) for the purpose of acting as a healthcare resource to students and school personnel.
- Reports health and safety issues and contagious diseases to assigned administrator, appropriate agencies, and Credentialed School Nurse (CSN) for the purpose of maintaining students personal safety and dignity, a positive learning environment, and complying with regulatory requirements and established guidelines.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in a clinical setting; operating standard office equipment including using pertinent, common software applications (word processing, spreadsheets, etc.); keyboarding effectively; and preparing and maintaining complete and accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; initiating contact with emergency responders; accompanying student(s) for emergency care; maintaining confidentiality; working as part of a team; and, working with detailed student health/safety information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking, 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Community college and/or vocational school degree with study in job-related area.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Certificates and Licenses

CPR/First Aid Certificate
Vocational Nursing License

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade