



Excellence for All

Health Services Specialist (LVN)

Basic Function: Under the supervision of the assigned administrator and/or assigned designee and under the professional direction of a California credentialed District school nurse, a Health Services Specialist may be required to implement specialized health care procedures for medically fragile children, assists nursing personnel in managing the physical health conditions of students, and maintain student health records.

Distinguishing Characteristics:

The Health family of job descriptions clarify how each job within this classification fits within the organization and to assist in identifying key differences between classifications. The Health Services Specialist is distinguished from Health Technician based on qualifications and duties. A Health Services Specialist must possess a valid Licensed Vocation Nurse license. A Senior Health Services Specialist requires a Registered Nurse license,

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Administer blood pressure monitoring, catheterization, diabetic monitor, gastrostomy tube feeding method, gastrostomy tube reinsertion, intravenous medication and infusion (with tube in place), siliastic catheterization, Central Venous Line site care, feeding or medicating, mechanical ventilation, ostomy care, oxygen administration, postural drainage and percussion, respiratory assistance with inhaler or mechanical nebulizer, tracheotomy care including cleaning, suctioning and tube replacement.
- Ensure all specialized health care procedures are provided under specified written provisions approved by physician and district nurse with the parent's written consent.
- Administer prescribed medications according to instructions and district policies.
- Implement emergency health care plan as designated by the district nurse, parent, and physician.
- Administer insulin or assists in the administration of insulin to diabetic students, including assisting with carbohydrate counting, the calculations of proper insulin dosages and insuring proper administration techniques.
- Appropriate administration of rectal diastat.
- Communicate with the district nurse any observed medical conditions of the assigned student(s).
- Participate in IEP meetings as requested.
- Record appropriate medical procedures on daily log.
- Provide staff with current information regarding specific health problems of their students.
- Consult with district nurse regarding first aid and emergency care of student(s).
- Participate in routine in-service training as required.
- Consult with staff regarding health information as needed.
- Demonstrate and models safe, prudent work behaviors and practices that result in a safe and healthy environment.
- Conduct routine screening procedures.
- Provide follow-up for health problems identified during vision, hearing, and scoliosis screening using standardized information.
- Work as the school Health Technician in the absence of a Health Technician.

Other Duties:

- Performs other related duties as assigned.

- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Special program goals and objectives, general concepts of child development and characteristics of children with special needs.
- Vocational nursing functions including but not limited to; first aid, CPR, administration of medications, specialized health care procedures and techniques, signs and symptoms of child abuse, infection control procedures, hazardous waste management, and recordkeeping and reporting requirements.
- Universal health precautions, proper techniques for handling and disposing of hazardous materials.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Communicate effectively one-on-one and in small groups.
- Exercise judgment in dealing with emergencies and special health needs.
- Handle emergency situations calmly and effectively.
- Use discretion in handling confidential records.
- Establish and maintain effective relationships with students, parents, staff and other health care professionals and the general public, effective communication, and interpersonal skills.
- Operate a computer.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High school graduation or GED equivalent. Graduation from an accredited Licensed Vocational Nurses Training Program and one year of nursing experience working with medically fragile children or adults. Successful completion of the Merit examination process is required.

Licenses and Certificates: A minimum of a valid California Licensed Vocational Nurse License. Possession of a valid California driver's license. Current CPR and First Aid certification card(s).

Working Conditions:

Environment: Indoor/outdoor environment. Driving a vehicle to conduct work.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard, office, and medical equipment. Hearing and speaking to exchange information in person or on the telephone. Sitting or standing for extended periods of time. Lifting students needing assistance. Bending at the waist, kneeling, or crouching to assist students. Reaching overhead, above the shoulders and horizontally. Seeing to read and monitor students.

Hazards: Contact with blood and other body fluids. Potential for contact with blood-borne pathogens and communicable diseases.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 126

Approved by Personnel Commission: May 22, 2014

Revised: Standard Education/Exp language 9/27/17; Changed title from Licensed Vocational Nurse 10/25/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023