

JOB DESCRIPTION
Grossmont Union High School District

LICENSED VOCATIONAL NURSE (VIKING CENTER)

Purpose Statement:

The job of Licensed Vocational Nurse (Viking Center) is done for the purpose/s of under direction of an assigned administrator and under the supervision of the District Nurse, providing nursing services to medically fragile students within a self-contained setting; providing intensive developmental and adaptive living skills training; and ensuring access and continuity of health care for students and staff.

This job reports to Assigned Administrator & District Nurse

Essential Functions

- Administers first aid, medication, and specialized medical treatment as ordered by a physician for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, emotional, neglect) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Attends meetings as assigned for the purpose of conveying and/or receiving information.
- Collaborates with parents, students, health care providers, and/or other agencies for the purpose of promoting needed treatment, securing information and complying with legal requirements.
- Conducts primary evaluations of ill or injured students (e.g. interviewing, physical assessments, etc.) for the purpose of meeting immediate health care needs and/or maintaining compliance with county health department requirements and/or District policies.
- Implements specialized health care procedures (e.g. blood sugar testing, catheterization, blood pressure, oral suction, gastrostomy tube feedings, drug screening, seizure procedures, turning and lifting routines, assistive apparatus, etc.) for the purpose of addressing students' health needs and/or implementing health care directions from parents and/or physicians.
- Maintains health care records (e.g. mandated screening, medication authorization slips, student emergency cards, confidential health lists, medical reports, immunization records, billings, etc.) for the purpose of ensuring compliance with established regulations.
- Participates in a variety of meetings (e.g. campus safety committee, disaster committee, training, informational meetings, IEPs, etc.) for the purpose of conveying and/or receiving information on a variety of health care issues.
- Prepares written materials (e.g. health charts, special reports, health advisory lists, notices, billings, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Provides training to transportation staff on various medical devices for the purpose of ensuring the proper use of equipment and assistive devices.
- Refers students requiring further medical attention for the purpose of providing access and continuity of health care for students.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining students personal safety, a positive learning environment and adhering to Education Code, district and/or school policies.
- Reports students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with legal requirements.
- Travels to homes, schools, therapy units, etc. for the purpose of maintaining continuity of care and delivering services in conformance with District objectives.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials; operating standard office equipment including using pertinent software applications; operating medical equipment; and preparing and maintaining 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 analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; safety practices and procedures; administration of medications; various specialized health care procedures and techniques; hazardous waste management; and record keeping and reporting health standards and hazards; safety practices and procedures; administration of medications; various specialized health care procedures and techniques; hazardous waste management; pertinent codes, policies, regulations and/or laws; and record keeping and reporting.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions.

Experience Job related experience within specialized field is required.

Education Community College and/or Vocational School degree with study in job related area.

Required Testing

As required for position

Certificates & Licenses

Valid State of California License of Vocational Nursing
First Aid/CPR Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 45