



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia – Hemet, CA 92545 - (951) 765-5100

**HEALTH CARE SPECIALIST /
LICENSED VOCATIONAL NURSE (LVN)**

JOB SUMMARY

Under direction of an assigned administrator, serve as a member of the educational team serving the needs of students and their families by assisting in managing students' health and providing medical care to allow students to attend school regularly and maximize their opportunities for learning. The position may require travel to school sites and a wide variety of specialized health care procedures for medically fragile students. The level of supervision required to administer the provision of specialized physical health care services shall be determined by the credentialed school nurse or a licensed physician.

ESSENTIAL FUNCTIONS

- Compile and maintain data and information, prepare and maintain a variety of records, logs and files as required related to student health;
- Work cooperatively with and serve as a resource to students, families, administrators, teachers, and staff;
- Implement specialized health care procedures, including but not limited to glucose testing, administration of insulin, catheterization, blood pressure monitoring, oral suctioning, tracheotomy care, gastronomy tube feedings and medications, oxygen therapy chest percussion, postural drainage, ventilator care, manual manipulation of respirator bag, ileostomy and colostomy care, and seizure precautions;
- Work with medically fragile students; operate and maintain various mechanical apparatus used in caring for students;
- Assure all procedures are provided under specified written provisions approved by a physician and requested by the student's parent/legal guardian;
- Provide assistance in inputting health data and other health related administrative activities;
- Record data regarding health related activities with students on approved forms and computer programs as required and appropriate;
- Record food and fluid intake and output as appropriate;
- Assist the credentialed district school nurse with health screenings, immunizations, dental, and recording procedures;
- Implement the emergency health care plan as designated by the district school nurse, student's parent/legal guardian, and physician;
- Respond to medical emergencies and provide first aid to assigned students;
- May travel to various school sites within the district and perform a wide variety of nursing duties;
- Communicate to the district school nurse any observed medical conditions of assigned students;
- Operate specialized medical equipment to perform specialized procedures;
- Administer prescribed medications according to instructions and district policies;
- Participate in IEP/student-centered meetings (e.g. 504 Plan, Health Plan, Student Study Team) as appropriate;
- Maintain health records to reflect updated health orders for students;
- Communicate with district personnel and outside organizations to exchange information, refer students, coordinate activities and resolve other health-related issues and concerns while maintaining HIPAA compliance;
- Assist in ordering, maintaining, and distributing health supplies as needed;

- Assist with distributing approved health information;
- Attend and participate in various in-service training and meetings;
- Perform other related work as may be required;

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- General public relations;
- Modern medical terminology, equipment and techniques;
- General concepts of child development and characteristics of children with special needs;
- Skills and abilities in vocational nursing, first aid, CPR, administration of medications, performing specialized health care procedures and techniques, infection control procedures, and hazardous waste management;
- Universal health care precautions;
- Health and safety regulations
- Operation of specialized medical equipment;
- Record-keeping techniques;
- Adaptive equipment;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Policies and objectives of assigned programs and activities;
- Proper lifting techniques;
- Technical aspects of field of specialty

ABILITY TO

- Demonstrate interpersonal skills using tact, patience, and courtesy;
- Develop and maintain effective working relationships with those contacted in the course of work;
- Organize tasks, set priorities, schedule work, and meet deadlines;
- Communicate clearly, both orally and in writing;
- Perform assigned specialized healthcare procedures following established medical orders, procedures, instruction, and district guidelines and policies;
- Assist in screening students for vision, hearing, dental, and immunizations;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures;
- Maintain current knowledge of technological advances in the field;
- Learn and utilize new and current technologies;
- Operate a computer to enter data, maintain records, and generate reports;
- Learn and effectively use software specific to established needs;
- Exercise good judgment in dealing with emergency and special health needs;
- Use discretion in handling confidential records;
- Work independently with little direction;
- Lift and move adaptive equipment;
- Analyze situations accurately and adopt an effective course of action within district policies and procedures

EDUCATION / EXPERIENCE / OTHER REQUIREMENTS

- High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above;
- Graduation from an accredited Licensed Vocational Nurses Training program;
- One (1) year of nursing related experience required;
- Two (2) years of nursing related experience working with medically fragile children or adults preferred;
- Possession of a valid State of California license as a Licensed Vocational Nurse and must be in good standing and in current status;
- Valid First Aid and CPR Certification;
- Possession of a valid California Driver's License during the course of employment;
- Must be insurable at standard rates by the District's insurance carrier and maintain such insurability;
- Employment is contingent on completion of a background check

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions.

Physical Demands

Sit, stand, walk, bend, kneel, crouch, reach overhead, grasp, look up/down, push, pull, twist, squat (frequently); climb stairs (infrequently); repetitive hand activities within close reach, such as use of a keyboard and mouse, handwriting, filing, and use of a phone (frequently); lift and carry supplies and objects up to ten (10) pounds (frequently), up to thirty (30) pounds (occasionally); assist students in wheelchairs, up to one hundred (100) pounds (occasionally); sit or stand for extended periods of time while working with students (frequently); hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels and on the telephone; operate assigned machines and equipment; read a variety of materials

Working Conditions

Indoors, office/classroom setting; Drive a vehicle to conduct work; may come in contact with disgruntled individuals; Possible exposure to blood and other body fluids; Potential contact with blood-borne pathogens and communicable diseases; Potential exposure to chemicals, including antiseptics and disinfectants; Direct contact with students, staff, and the public; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Director of Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 35

November 6, 2020