



Health Services Specialist-LVN Job Announcement

Location:	Yav Pem Suab Academy Public Charter School		
Position Type:	Full Time Non-Exempt	Job #:	2952023-2224-HA-01
Assignment Type:	12 Mo.	Position(s) Available:	1
Pay Rate:	\$20.85-28.38, DOE	Date Posted:	October 3, 2022
Reports to:	Principal	Date Expires:	Until Filled
Website:	www.urbancsc.org		

BASIC FUNCTION

Under supervision of the Principal, and direction from a Credentialed School Nurse (CSN) from *K12 Health*, the Licensed Vocational Nurse (LVN) is responsible for assisting with the planning, implementation, and evaluation of: health services and health education, and school safety activities.

DUTIES AND RESPONSIBILITIES: (Responsibilities will include, but no be limited to the following. Please see Attachment D at the end of this announcement for a full list of Division of Duties.)

Health services & health education

- Supports *K12Health*, the organization contracted by UCSC to conduct mandated vision and hearing screening. Makes referrals and follows-up as necessary.
- Assures adequate immunization status of students
- Performs other health related duties as required.
- Contact parents and emergency assistance agencies in the case of serious illness or injury when necessary.
- Communicates with principal and teachers regarding student health conditions that may require special consideration or arrangements while engaged in school-related activities.
- Participates in planning proper emergency care and first aid for sudden illness or accident, and gives general assistance when available.
- Keeps accurate records and makes available information appropriate for inclusion in the cumulative records of the pupils. Executes and prepares such forms, records, and reports as may be called for in the management of the school health program at the school level.
- Provides health education to students, parents, and staff.

School Safety

- Lead the development of the Injury and Illness Prevention Program to ensure OSHA compliance and improve safety and health.
- Conduct and document all mandated safety drills.
- Interpret, provide, and clarify specialized information regarding school safety policies, procedures, and regulations.
- Obtain and communicate current safety related information to staff, students, and families as appropriate, and coordinate activities to resolve safety problems.
- Compile background information in order to complete incident reports for students, staff, and visitors.
- Report safety hazards to appropriate parties.
- Chair school safety committee.
- Collaborate with local public safety entities.

Other

- Serves, as requested, on school and community committees and project teams.
- Attends and participates in required in-service training activities, and works with the Principal in planning her/his own professional development.
- Attends meetings called by the principal or other administrator authorized to call meetings.
- Do fair share among non-yard duty staff of supporting the school with supervision of students before school, at lunch, and after school as needed.

QUALIFICATIONS

Education: High School diploma with specialized training in health maintenance procedures and at least two years of experience/training in custodial health care procedures or LVN graduate from an accredited institute.

Licensure: Current California LVN license, First Aid and CPR Certification

Experience: Knowledge of clinical skills in community health setting strongly preferred. One year of experience in acute care is preferred but not required.

Knowledge of:

1. Health and safety maintenance procedures commonly used.
2. Ability to recognize emergency situations and act appropriately.
3. Basic knowledge of community-based social services and referral processes.
4. Sufficient human relations skills to exercise patience in communications.
5. Conduct in-service training on common health topics.
6. Proper documentation requirements, and interaction in informal settings with students, parents, and educators.

Ability to:

1. Perform the basic functions of the position.
2. Work independently with little direction to meet schedules and timelines.
3. Learn, interpret and apply policies, rules and regulations, and operational procedures.
4. Identify medical devices, personal symptoms and responses, and medications.
5. Plan, schedule and perform a wide variety of administrative functions, duties and activities.
6. Prepare and process confidential materials.
7. Assemble data and prepare clear and concise reports.
8. Take minutes of meetings and prepare report summaries.
9. Effectively and efficiently operate computers and utilize application software.
10. Establish and maintain cooperative and effective working relationship with others.
11. Provide work direction and guidance to others.
12. Manage a variety of projects simultaneously.
13. Meeting district standards of professional conduct as outline in Employee Handbook.

PHYSICAL ABILITIES

Must be able to function effectively indoors in a classroom, school health office or playground environment engaged in work of primarily a moderately active nature. Require ambulatory ability to walk and stand for intermittent periods of time. Requires hand-eye coordination and manipulative skills to perform transcription and data entry using a computer. Requires visual acuity to read words and numbers and observe student patient behavior. Requires auditory ability to carry on conversations in person and over the phone.

ADDITIONAL JOB INFORMATION

- Pay Determination: Only full-time relevant experience will be considered for pay determination. Pay offering is non-negotiable and follows the board adopted salary schedule.
- Work Schedule: Monday through Thursday, 8:00 a.m. – 5:30 p.m., with 30 min lunch
Friday, 8:00 a.m. to 12:00 p.m.
- Benefits Eligibility: 1) Medical, Dental and Vision Coverage
2) 403b Retirement Plan Option
3) Sick Pay/Personal Necessity up to 80 hours per year (Accrued)

JOIN OUR TEAM

Interested applicants should follow the directions below and submit their application via email.

1. Download an employment application from www.urbancsc.org
2. Complete and save your application using this name format: Last Name, First Name – Job# (i.e. Smith, John –2952122-2403-F001)
3. Email your completed application along with resume and supporting documents to: staff@urbancsc.org and include the Job# in the subject line.