



Sequoia Union High School District

Job Description

JOB TITLE:	Health Aide II – Licensed LVN/RN
REPORTS TO:	Site Administrator
CLASSIFICATION:	Classified
SALARY SCHEDULE:	15.0
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	6/27/12

DEFINITION

Under the supervision of the Director of Special Education and Site Administrator, the Health Aide II provides direct clinical care to meet the health needs of students, documents and maintains students' health information required by federal/state/local agencies, and provides appropriate care for ill, medically fragile, and/or injured students, as required. The Health Aide II will work in consultation with the District Nurse.

KNOWLEDGE AND ABILITIES

Knowledge of the following:

Standards of Excellent service; methods and practices of performing routine nursing procedures and care of medically fragile students, including administering medications, feeding through g-tubes, performing trachea care and suctioning, and giving injections; facial/body language, and other indicators of physical discomfort and distress in a child who is unable to communicate verbally; laws and regulations applicable to the role for the LVN; universal precautions and control of infectious diseases, including handling blood or bodily fluids; safe work practices and safe procedures for performing physical care for medically fragile students; CPR; child abuse reporting requirements and prevention strategies; basic math, including calculation of fractions, percents and/or ratios; write documents following prescribed formats and/or present information before groups.

Ability to:

Observe and interpret students' non-verbal communications, including facial expressions, oral sounds, and body language to identify potential problems before they become serious; maintain detailed and confidential student records and files; communicate clearly and effectively in English, both orally and in writing; maintain an understanding of cultural diversity; deal with sensitive and difficult situations; demonstrate intellectual capabilities in

order to exercise sound judgment; establish and maintain effective working relationships with supervisor; utilize a wide variety of job-related equipment; problem solve and to analyze issues, create plans of action, reach solutions, and know when to contact the school nurse for assistance.

EXAMPLES OF DUTIES

- Performs work in accordance with provisions of the LVN license;
- Administers medication (including necessary injections) to students in accordance with state laws and county policies and procedures;
- Works with school nurse in providing support to school staff concerning health needs of individual students (e.g. students with diabetes, seizures, asthma, severe food allergies, etc.);
- Performs treatment to students as a result of illness, injury, seizure, or medical problems occurring at school;
- Performs a variety of medically-oriented specialized health care duties, including administering medication orally or through a g-tube, administering g-tube feedings, suctioning trachea and/or student nose and mouth, timing, monitoring and maintaining records of student seizures;
- Assists school nurse (e.g. documents medications, weight and height documentation, physical exams) for the purpose of providing hearing and/or vision screening and/or verification of medication;
- Responds to emergency situations involving students when injury or health issues are involved;
- Cleans work areas (e.g. sinks, counters, feeding equipment, suction machine, etc.) for the purpose of maintaining a sanitary environment;
- Provides assistance in toileting for a student who needs such assistance in the health office;
- Performs records keeping and basic clerical functions for the purpose of supporting the school site in maintaining students' health files;
- Prepares documentation (e.g. immunization certificates, medical emergency cards, accident reports, inventory supplies, orders, etc.);
- May attend IEP meetings;
- Performs related duties as assigned.

QUALIFICATIONS

Requirements / Licenses / Education and Experience:

- At least one year of experience working with medically fragile children in an organized setting preferred
- Current California Vocational Nurse License or Registered Nurse in good standing
- Must show a willingness to learn when working with students with special education needs
- Valid First Aid and CPR Certificate issued by an authorized agency
- Valid California driver's license

PHYSICAL REQUIREMENTS

- Candidates must be able to perform essential duties with or without reasonable accommodation
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 50 pounds and may occasionally weigh up to 100 pounds
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Manual dexterity sufficient to operate a computer keyboard
- Bending at the waist, kneeling or crouching to assist students
- May be required to work with harsh and toxic substances