



Azusa Unified School District
546 South Citrus Ave.
Azusa, CA 91702
(626) 967-6211
www.azusa.org

Classification: Health Aide - LVN
Range: 37

Health Assistant - Licensed Vocational Nurse (LVN)

SUMMARY

Under general supervision of the Director of Student Support Services and technical support from a certificated school nurse, performs medical treatments and procedures in specialized physical health care services to students in accordance with plans directed by physicians; complies with laws relating to student health, including parental and guardian consent and performs related duties as assigned.

DISTINGUISHING JOB CHARACTERISTICS

The Health Aide I incumbent provides health services to students at an assigned school site. The Health Aide II incumbent focuses on mandated vision and hearing screenings for students at all sites. The Health Aide Special Services incumbent focuses primarily on students with Type I diabetes. The Health Assistant – LVN performs specialized medical treatments and procedures.

REPRESENTATIVE DUTIES

- Provides specialized physical health care procedures as assigned by the District Nurse
- Administers medications and specialized medical treatment in accordance with physician's plan
- Administers first aid to students and staff as needed
- Initiates emergency procedures related to seizure disorders, allergic reactions or as otherwise required
- Performs specialized health care services for students including but not limited to toileting assistance, diapering, catheterization, tube feeding, ostomy care, tracheotomy care and suctioning, monitoring students on oxygen and ventilators, and blood glucose monitoring
- Operates a variety of medical equipment including but not limited to electronic thermometer, stethoscope, otoscope, suction machine, catheterization equipment, gastrostomy feeding tubes respiratory inhaler, etc.
- Maintains student health records, reports, medical orders and medical documentation
- Adheres to legal requirements and policies related to the confidentiality of student records
- Assists with state-mandated health related screenings

- Assists with the implementation of student health care procedures and protocol, such as an assessment of classroom environments for safety and hygiene
- Attend and participate in Individual Education Plan (IEP) meetings as needed

MINIMUM QUALIFICATIONS

Knowledge of

- Nursing care principles and practices
- Current First Aid, CPR and universal precautions principles and practices, as well as related health and safety precautions
- Common illnesses and health conditions
- Health standards and hazards
- Record keeping and report preparation techniques
- Accepted methods and principles of personal hygiene
- Medications and their effects as well as potential complications
- Operation and proper use of various medical supplies and equipment used in performing duties
- California laws, codes, rules and regulations pertaining to Licensed Vocational Nurses and their related assigned activities
- Emergency crisis management techniques
- Clean and sterile treatment techniques and requirements
- Modern office practices, procedures and equipment
- Effective communication skills both orally and in writing
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, pronunciation and vocabulary

Ability to

- Apply first aid and basic health screening services to students
- Perform medical procedures within the scope of practice including but not limited to administering injections, seizure medication, etc.
- Recognize and effectively respond to emergency and/or hazardous conditions
- Observe health and safety regulations, including universal precautions
- Successfully operate one or more pieces of special medical equipment
- Understand and apply rules, regulations, procedures, and policies
- Follow oral and written instructions
- Maintain records and prepare reports
- Plan and organize work
- Follow universal precautions relative to bloodborne pathogens
- Use a variety of health instruments and office equipment
- Operate a computer and use related software
- Maintain confidentiality of sensitive and privileged information
- Deal tactfully, sometimes in stressful situations, with students and parents regarding health issues
- Demonstrate an understanding, patient, warm, and receptive attitude toward children
- Maintain consistent, punctual and regular attendance

- Ensure that tasks are performed in regards to IEP requirements
- Perform clerical duties such as filing, typing and duplicating
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with fellow employees and members of the public

EMPLOYMENT STANDARDS

Education

- High School Diploma or Equivalent supplemented by a Licensed Vocational Nurse course of instruction

Experience

- Two years experience providing specialized medical care or working in a health care service environment

Licenses/Certificates

- CPR certificate is required
- First Aid certificate is required
- Valid California Vocational Nurse License
- Valid California Driver's License

WORKING CONDITIONS WHICH MAY OCCUR

- Work inside protected from weather
- Noise exposure under 65 decibels
- Work on surfaces that are flat and stable
- Contact with blood-borne pathogens and other potentially infectious materials once or twice a week
- Subject to exposure to infectious diseases

PHYSICAL ABILITIES

- Muscular Tension – may exert a minimum of 25-40 pounds of force to lift, push, pull, carry or otherwise move objects

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.

MENTAL ABILITIES

- Oral Comprehension
- Oral Expression
- Speech Recognition
- Written Comprehension
- Written Expression