



## AREA NURSE I (LPN) Seasonal

**Reports to:** Program Health Specialist  
**Department:** Child & Family Services Programs  
**Classification:** Nonexempt

**Division:** Program Operations  
**Program:** Head Start  
**Grade:** 29

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**The Mission of Tri-Valley Opportunity Council, Inc. is to “Improve the quality of life for people and communities by providing opportunities to meet their needs and realize their potential”.**

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### **SUMMARY OF PRIMARY FUNCTION**

The Area Nurse has the responsibility to provide children with a comprehensive health program, including preventive and curative health services. The Area Nurse monitors program safety and sanitation practices.

### **ESSENTIAL FUNCTIONS**

#### ***Comprehensive Health Services***

1. Obtains and implements the local physician’s standing orders.
2. Performs emergency health measures (Abdominal thrusts, CPR, and First aid).
3. Organizes site health program by obtaining and preparing needed medical supplies and equipment.
4. Provides health information to parents and staff regarding their child’s health status.
5. Coordinates health services with local agencies, including medical and dental providers.
6. Maintains current site health budgets.
7. Documents child health conditions and screening results by maintaining a current medical file for every enrolled child.
8. Documents health information for the database system. Obtains and updates child health history and immunization record, completes appropriate documentation for agency statistics and follow-up purposes.
9. Provides health services and training to center staff.

#### ***Preventive Health Services and Early Intervention***

1. Conducts and/or arranges for age appropriate screenings.
2. Available for training/technical assistance on current child health and safety issues.
3. Coordinates any child follow-up, treatment, and evaluation with appropriate professionals.

#### ***Resource Development***

1. Provides families with skill, resources and insight to promote on-going health care system.
2. Demonstrates empathy and knowledge regarding migrant families’ culture and lifestyle.
3. Acts as a resource to parents regarding their child’s present and future health care needs.
4. Encourages parent participation in health screenings, dental appointments and medical follow-up and related health issues.
5. Works with staff to ensure that parents are informed of their child’s health progress.

#### ***Miscellaneous***

1. Performs other duties and takes on additional responsibilities as directed by supervisor.

### **ESSENTIAL COMPETENCIES, SKILLS AND ABILITIES**

1. Regularly attends work on time as scheduled. Contacts supervisor/designee when delayed, sick or otherwise unable to be at work as scheduled, as defined by direct supervisor.
2. Is knowledgeable of and complies with Tri-Valley and program policies and procedures and applicable laws and regulations.
3. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, parents and clients served, maintaining a professional appearance and positive company image.
4. Conducts self in respectful, cooperative manner when interacting with clients, co-workers and others, and constructively represents Tri-Valley and its programs.
5. Maintains a professional appearance and provides a positive company image within Tri-Valley, customer base and the public.
6. Promotes positive employee interaction, maintains open communication with other programs/departments at Tri-Valley to maintain a high level of knowledge regarding Tri-Valley’s programs, goals and philosophy.
7. Respects the privacy of others by appropriately utilizing and protecting confidential or otherwise privileged information.
8. Ability to work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.

9. Ability to follow through to completion with strong attention to detail.
10. Seeks clarification, asks questions when uncertain of position or task expectations.
11. Participates in learning experiences for personal growth and professional development to enhance professional skills and job satisfaction.
12. Participates in program meetings as directed and maintains informed as needed to work effectively.
13. Analyzes and/or reports problems in area of responsibility as they occur and determines/implements solutions as appropriate.
14. Ability to organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.
15. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
16. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.

**MINIMUM REQUIREMENTS**

1. Current Licensed Practical Nurse licenses in the state where services are provided.
2. Current American Red Cross, First Aid, and CPR certification.
3. Proof of current/adequate liability insurance coverage.
4. Proof of valid driver's license and current/adequate vehicle insurance coverage.

**PREFERRED REQUIREMENTS**

1. Ability to communicate fluently in Spanish and English, verbally and in writing.
2. Computer experience.
3. Experience working with children.
4. Familiar with Mexican/American, Migrant families cultures and lifestyles.

**PHYSICAL DEMANDS / WORK CONDITIONS**

1. Requires sitting, standing, bending, stooping and reaching with manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment. May require lifting up to 40 pounds. Requires normal range of hearing and vision.
2. Requires the ability to travel by car, bus, train, air or other means of transportation as needed, providing own transportation as required.
3. Requires flexible schedule including days, nights and weekends as needed to accommodate program needs.
4. The work environment involves moderate risks requiring special safety precautions at times, ie: working with contagious diseases and harmful equipment such as needles. Employees may be required to use personal protective equipment such as gowns, masks, gloves, or goggles.

**ACKNOWLEDGEMENT**

1. This position description does not constitute a contract for employment.
2. Contents of this position description reflect the responsibilities, duties, and requirements at this time. Tri-Valley Opportunity Council, Inc. has the right to make changes at any time due to corporation and/or program needs.

I have read this position description, and understand the essential functions, minimum requirements and expectations of the position. I have had the opportunity to ask questions and attest that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name (print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_