

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
LICENSED VOCATIONAL NURSE**

Under administrative direction provides nursing care to designated students, following Marin County Office of Education policies and procedures and written prescriptions of case physicians. Works cooperatively with special education staff and other designated personnel, both internal and external.

DUTIES AND RESPONSIBILITIES:

Performs a wide variety of direct and indirect nursing care to designated students.

Performs a wide variety of nursing functions such as:

- 1) Dispensing of medications, 2) tracheostomy care; 3) catheterization; 4) gastroenterology care; 5) feeding; 6) toileting and 7) other functions falling, within the purview of licensed vocational nursing.

Adheres to standards of nursing care and Marin County Office of Education policies and procedures.

Records and reports all observed symptoms, reactions, treatments and changes in the student's condition.

Provides for student's safety and well being.

Maintains comfortable, clean environment.

Checks all permits, authorizations and releases and other required documents necessary in the pursuit of designated student nursing care.

Participates in staff meetings.

In the absence of assigned student(s), assists other special education personnel with a wide variety of functions as assigned by the program manager.

JOB REQUIREMENTS:

Graduate of an accredited school of licensed vocational nursing with a current California license.

Recent nursing critical care and/or rehabilitation experience.

KNOWLEDGES AND ABILITIES:

Knowledge of medical, social and psychological needs of assigned students; knowledge of supplies and equipment; knowledge of medical records maintenance; knowledge of standards of nursing care;

and

Ability to follow therapy plans; ability to provide quality nursing care; ability to cooperate with others; ability to work with special education students; ability to maintain current L.V.N. registration in California; ability to lift students; ability to create an atmosphere conducive to care, rehabilitation and growth; ability to be courteous, tactful, patient, kind and pleasant.