

Licensed Vocational Nurse (Part-Time) Job Description

General Description: Approximately 2 hours each school day morning. Will perform specialized health services for students enrolled at UCA. Communicate with parents and school personnel on health-related matters.

Reports to: The Office Manager on daily basis.

Qualifications:

- Must be a born-again Christian.
- Must be a credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Bible.
- Must be able to support and comply with the school's Statement of Faith and Statement of Conduct.
- Must be a member of an evangelical, Bible-believing church.
- Must have sufficient health and physical endurance to be able to complete the assigned responsibilities.
- Holds a current CA Registered Nurse/Vocational Nurse License.
- Holds a current First Aid & CPR certification.
- Must have good verbal and written communication skills, with proper command of the English language.
- Able to work well independently, manage time well, and handle multiple tasks.
- Must have strong organizational skills for filing and detailed project assignments.
- Maintains a work space environment that is conducive to productive school office.

Domain 1: Personal & Spiritual Responsibilities

- 1.1 Displays a personal decorum that models professionalism, modesty, and good taste
- 1.2 Models Christian virtues in attitude, speech, and action
 - Exhibits the fruit of the Spirit (Gal. 5:22,23)
 - Models and cultivates habits of prayer, faith, and encouragement
 - Commits and contributes to a local church
- 1.3 Maintains good attendance and physical endurance to fulfill job duties
- 1.4 Uses professional office and phone etiquette appropriate for Christian school office
 - Shows positive, cheerful attitude with parents, students and staff
 - Shows integrity in dealing with confidential information
 - Provides assistance to guests, faculty and staff, parents and students

Domain 2: Nursing Responsibilities

2.1 Essential Functions

- Ability to assess emergency situations and respond appropriately.
- Assist with health evaluation of students upon arrival to school.
- Conduct daily temperature checks for students.
- Administer medication pursuant to physician's instructions.
- Provides support and acts as resource for all school faculty and staff.
- Provides appropriate health related training for school faculty and staff.
- Assists in providing appropriate health instruction to students.
- Make appropriate health appraisals of students referred and provide health counseling to students and their parents when necessary.
- Performs other related duties as required.