

Position: Early Head Start Child Care Partnership Licensed Vocational Nurse

Reports to: EHS-CCP Health Coordinator

Full time Position

Non Exempt, hourly position

Job Description:

The Licensed Vocational Nurse will ensure the quality of Plaza's health services by promoting optimal health, interpreting health records and data, working with the Health and Nutrition Coordinator to determine appropriate preventive and primary health care for children and families in accordance with Head Start Performance Standards and state regulations. Works in conjunction with other program content areas to ensure a holistic approach; and assessment of the quality of services provided.

Responsibilities Include:

- Able to review Health Status and Follow-up: Review, evaluate, and interpret health records Maintain a system for determination of health/dental status with appropriate follow-up for determined needs
- Ensure that each child is up-to-date on a schedule of age appropriate preventative and primary health care
- Determine the need for medical and or dental follow-up and assist the program in obtaining further diagnostic testing, examination and treatment
- If applicable meet with or conduct a phone interview with parents regarding health findings, and assist families in understanding medical information and the need to complete prescribed treatment plans
- Assist families in obtaining needed medical care by making referrals to appropriate community health care providers
- Complete hearing/vision and height/weight screenings within 45 days of enrollment and track the completion and results of screenings in Child Plus.
- Use pertinent health records and parent communication to develop and implement individualized health plans (IHPs)
- Track children with health care needs and those that require medication administration at the EHS sites. Provide medication administration training to teaching and other staff.
- Provide assistance to parents to enable them to learn how to obtain any prescribed medications, aids, or equipment for medical and dental conditions
- Provided needed training to staff to assist them in including the child and best serve his/her health needs. This may include modifications in the classroom.
- Plan and schedule site visits as needed to observe children who have been referred for health concerns
- Collaborate and communicate with each EHS family advocate to discuss health requirements based on ChildPlus data reports, documentation and follow-up
- Ensure an organized record keeping system
- Visits centers, family childcare providers and partners no less than once a month to review health status and findings with site based staff.
- Ensure monitoring tracking and follow-up using the child plus data base.

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- Assist Health & Nutrition Coordinator as needed in development of health, and dental policies and procedures according to Performance Standard, Community Care Licensing and other regulations.
- Regular analysis and end of year reporting of Program Information Report.
- Provide health education to parents of children enrolled in the program by participating in parent meetings, home visits, or other methods determined effective.
- In collaboration with the program area staff, assist in development of materials for determined health/dental curricula as needed.
- Provide specific training to new employees on designated health topics and procedures
- Plan and prepare health/dental education trainings on determined or requested topics.
- Attend monthly meetings according to designated schedule
- Attend monthly multi-disciplinary team meeting to discuss treatment plans for children with identifies health plans.
- Participate in child study teams upon request to help determine medical follow-up, assist in inclusion of children with health issues and to support parents in their role
- Maintain regular communication with Health Coordinator.
- Provide monthly, quarterly and year end health outcomes data report.
- Communicate with medical providers as needed for prescription or other clarifications regarding medical information.
- Maintain confidentiality in accordance with agency policy and legal requirements; respect and maintain rights and privacy of all staff, parents, children and providers
- Attend mandated training and meetings and seek out staff development opportunities, including those scheduled on designated weekend or evening hours.
- Perform any other duties as assigned.

EDUCATION & QUALIFICATIONS:

Plaza CS is seeking an experienced professional with the ability to work harmoniously in a multi-cultural team; with a caring, compassionate approach to working with children and families who can follow through in an organized and systematic fashion with families and service providers while supporting families in achieving their goals.

- BA in Health or Nursing area preferred. At a minimum, an LVN certification required. Valid license to practice in the State of California.
- Four years related experience.
- Minimum of two years' experience working with low-income children and families with special health needs. Experience working in Early Head Start/Head Start programs.
- Knowledge of Federal, State, and local guidelines and regulations Bilingual in Spanish and English preferred.
- Must be able to work with families and staff from diverse ethnic, racial, and religious backgrounds and must be able to effectively build positive, respectful, professional relationships and communicate with children and families in the community.
- Must abide and follow the agency's code of ethics and standards of conducts.
- Knowledge of the information and techniques used for well-childcare, prevention and early intervention, and communicable diseases
- Computer skill proficiency using Word, Excel, Software applications as well as the use of software programs required under the EHS-CCP program including, but not limited to, software programs required by the funder for proper administration of the EHS-CCP program.

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ADDITIONAL REQUIREMENTS:

The successful candidate will have the ability to perform the following functions with or without reasonable accommodations:

- Successful completion of pre-employment Physical exam and TB Clearance.
- Successful completion of background check including DOJ, FBI, CACI and Sexual Abuse Registry.
- Current certification in CPR and First Aid.
- Adherence to the Confidentiality Agreement.
- Adherence to the Child Abuse Reporting Mandate.
- Duties are performed at one and/or multiple centers.
- May need to work a flexible schedule as work will be required during evening and weekend hours.
- Valid California Drivers License, good driving record (DMV check will be conducted); and proof of automobile insurance as driving a vehicle to attend parent meetings, home visits, and community meetings is required.
- While performing the duties of this job, the employee is regularly required to change position; to sit, stand, walk, climb or balance; to stoop, kneel, crouch or crawl; to bend, twist and reach with hands and arms.
- Lift and/or move up to 45 pounds.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or other protected status. EEOE/M/F/Vet/Disabled

How to Apply:

Please email a cover letter and resume to resumes@plazacs.org