



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	School Nurse	OPENING DATE:	August 6, 2025
CLASSIFICATION:	Full-time	FILING DEADLINE:	August 15, 2025
STATUS:	Exempt	DEPARTMENT:	Pechanga School
RATE OF PAY:	DOE	SUPERVISOR:	Principal

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

Provide health services for the Chámmakilawish Pechanga School. The School Nurse will meet the medical needs of all students; treat student injuries or illnesses; support students with chronic illnesses and disabilities, administer first aid and medications; and develop communication for healthy habits such as proper nutrition and hygiene.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide basic healthcare to students with chronic illnesses and disabilities
- Participates in the IEP plan development, where applicable
- Work cooperatively with other School Assessment Team members to assess health needs related to learning, and assist to determine appropriate educational plan
- Establish and maintain effective relationships with students, parents, staff and other health care professionals and the general public; and maintain effective communication
- Oversee and/or conduct lice screening and work with approved company to ensure students are cleared before the return
- Develop an Individual Health Plan (IHP) for students with chronic diseases, and assist faculty in monitoring chronic medical conditions
- Ensure the proper administration of medication following the directions/procedures as outlined by their physician and ensuring parental consent has been received and maintained
- Maintain security for storage of medications
- For medical emergencies that are not standard first aide, call 911
- For first aide and illness, receive and screen ill or injured students; determine the nature of the illness or injury; and provide first aide or refer to parents, medical provider, and others as required by established policy
- Examine students suspected of having communicable diseases, notify parents, send notices or exclude as necessary.
- Prepare accident reports, and maintain health related records in a confidential manner and follow up with families on all related school illness or injuries
- Review student emergency records and contacts parents to obtain necessary information
- Provide student and parent health counseling
- Develop specialized and standardized procedures as needed for special needs students

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Conduct staff in-service training on select health topics and related issues, i.e., abuse reporting, recognition of communicable disease and appropriate action.
- Comply with laws regarding mandatory reporting
- Deliver workshops to students, faculty, and the community on health-related issues as designated by the Administration
- Serve as a resource to teachers for health instruction, provide health education resource materials for classroom teachers, and provide student instruction of approved selected health topics and issues
- When communicating with staff and parents regarding health information LVN maintains professionalism while respecting student privacy and confidentiality
- Provide approved growth and development instruction at grade 5
- Present parent information meetings as indicated, i.e., growth and development, child abuse prevention, substance abuse
- Assist students and parents in locating agencies that can help them with health-related issues or concerns
- Actively participate as the school's representative for the disaster preparedness team
- Coordinate school and community health activities
- Track faculty CPR and PPD certifications
- Coordinate and schedule through Indian Health Services (IHS) beginning of the year student health screenings.
- Requisition office and medical supplies and maintain health office facilities and equipment in a clean and sanitary manner.
- Ensure compliance with national and local health laws
- Demonstrate and model safe, prudent work behaviors and practices that result in a safe and healthy environment
- Assist the front office staff as needed during functions and daily routines. This may encompass greeting and welcoming parents, answering phone calls, oversight over late arrivals and/or gate duties as needed
- Perform clerical functions such as typing, filing, record keeping and similar duties
- Maintain knowledge of the current trends in nursing and the fields of school health
- Must ensure to work in their LVN scope of practice
- Must adhere to all policies and procedures of the Pechanga Tribal Government

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree or higher issued from a regionally-accredited college or university **required**, all courses to meet credential requirements preferred
- Possession of valid State of California License of Vocational Nursing **required**
- School Nurse Services Credential authorizing health services in grade level K-5 preferred
- Minimum of one (1) year experience in public health nursing, community health nursing, school health nursing or pediatric nursing **required**
- Previous school nurse experience preferred
- Certified in CPR and First Aid **required**
- Proficiency **required** with Microsoft Office; Word, Excel, Publisher, PowerPoint and Outlook.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, and random testing.
- Must successfully pass a pre-employment background investigation

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BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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