



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Nichole Vasquez-Sutter

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: School Nurse
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Chámmakilawish Pechanga School
MEDICAL OVERSITE: Contract Medical Director
SUPERVISOR: Principal
POSITION CATEGORY: B
RATE OF PAY: DOE

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

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.

- Provide student and parent health counseling
- Develop specialized and standardized procedures as needed for special needs students
- 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.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

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

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- 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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of professional nursing
- Knowledge of the principles and practices in the field of school health
- Knowledge of general concepts of child development and characteristics of children with special needs
- Knowledge of universal health precautions, proper techniques for handling and disposing of hazardous materials.
- Skills and abilities in vocational nursing, first aid, CPR, administration of medications, performing specialized health care procedures and techniques, detecting signs and symptoms of child abuse, infection control procedures, hazardous waste management and record keeping and reporting
- Ability to exercise professional judgement in making decisions
- Ability to handle emergency situations calmly and effectively
- Ability to use discretion in handling confidential records
- Ability to communicate appropriately, collaboratively, and effectively with students, parents, administrators, other staff members, healthcare providers, and community members both verbally and in written form
- Ability to demonstrate a genuine interest in the student population and its health needs
- Must have good interpersonal skills such as tact, patience, flexibility, and the ability to maintain professional demeanor at all times
- Must have the ability to interact well with students, parents, faculty, staff members, and the community, and have the ability to easily build rapport with others
- Must have the ability to operate standard office equipment and machines
- Must have the ability to receive and give information over the telephone and in person in a professional and courteous manner

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is often required to stoop, kneel or crouch. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is often required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. This is physically demanding work requiring occasional exertion of lifting 25-50 pounds, in providing health care to injured or ill students. In addition, there is the possible exposure to body fluids, communicable diseases and other physically demanding conditions.

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Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in a school environment. The employee may be exposed to communicable diseases. While performing the duties of this job, the employee occasionally works near moving mechanical equipment. The noise level in the work environment is usually quiet to moderately noisy while in the main areas of school, or moderately noisy to loud during events, and when outdoors and/or during school programs. Employee may use standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events and when attending or participating in outdoor activities.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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