



BLIND CHILDREN'S CENTER

LIGHTING THE WAY SINCE 1938

## JOB DESCRIPTION

**POSITION:** Register Nurse  
**REPORTS TO:** Health & Nutrition Coord.  
**FLSA STATUS:** Part-time, Non-Exempt OR Contractor (10-15 hours per week)  
**RATE:** \$44-\$48 per hour as employee; \$52-\$60 per hour as contractor  
**PREPARED DATE:** October 2023

The Blind Children's Center (BCC) prepares infants, toddlers, and preschoolers of all abilities to thrive through inclusive, family-focused early childhood education, with a specialized focus on children who are blind or visually impaired. BCC is a delegate agency of Los Angeles County Office of Education for Head Start, Early Head Start and State Preschool Programs. BCC serves approximately 85 children annually.

**Summary:** Working in partnership with the Health & Nutrition Coordinator, the Registered Nurse ("RN") ensures health services are planned and provided for children in the capacity of a Registered Nurse; assures up-to-date child health status by assisting families in identifying and obtaining medical and dental care, establishing an ongoing source of continuous, accessible health care and providing referrals as needed.

This position is **hybrid** requiring some work on site at the Center, approximately once a week, and the remainder can be done remotely/virtually.

**Supervisory Responsibilities:** None

### Essential Duties and Responsibilities:

- Medication Administration Training for child development staff (2.5 hours lecture and demonstration annually).
- Provides other health-related training for staff and for parents.
- Ensures timely completion of Hearing and Vision Screenings (45-day timeline) and growth measurements and chart (twice a year)
- Review and interpret all medical documents to determine health needs of the children and any needed medications, paperwork, follow-up and staff training annually and as each child is enrolled
- Review all medication paperwork and medication bottles prior to administration, including that the Physician Authorizations and Parent consents are correctly completed and match the medication bottles, complete Medication checklist with parent, and creating medication IHP for student. Beginning of year and as needed
- Communicates with child's health care provider for clarification of orders, diagnosis, or obtaining required health information.
- Reviews student data to determine any need for counseling or medical intervention and home visits.
- Maintain the Health Services Advisory Committee, including committee charter, role and responsibilities, recruitment of members and lead a minimum of 2 meetings per year.
- Develops list of referral resources for families; refers students and families to local health resources for medical, dental and health insurance needs; provides parent education, conferences and phone advice as needed.
- Provide follow-up to eliminate barriers for families to obtain follow-up lab work, medications, glasses, treatments, immunizations, etc.

[www.blindchildrenscenter.org](http://www.blindchildrenscenter.org)

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- Completes IHP (individual health plans) for students with medical diagnoses.
- Review/consult on development of policies /procedures
- Participates in parent meetings, support groups and team meetings to support child health outcomes.
- Adheres to established Standard of Conduct and ensures confidentiality and mandated reporter requirements.
- Provide support regarding medical issues to Health and Nutrition Coordinator and teaching staff as needed.
- Complete 90 day health services reviews.
- Participate in transition meetings for children with health concerns.
- Document health issues, medical form review, event status and follow-up in Child Plus.

### **Qualifications**

- One or more years of professional and technical nursing experience providing, coordinating, and administering care, and referring patients for appropriate services.
- Completion of an accredited Bachelor of Science in Nursing degree program.
- Licensed as a Registered Nurse with the California Board of Registered Nursing.
- CPR and First Aid certification are required.
- Ability to effectively communicate in English (written and verbally), present information, and respond to questions from a variety of groups.
- Spanish fluency preferred.

### **Other Requirements:**

- Must possess and maintain criminal background clearance.
- Must meet immunization requirements including pertussis, measles, and flu, Covid-19 vaccination, clear health exam, and proof of TB clearance.
- Must have the use of an automobile and must possess a valid California Driver's license and adequate automobile insurance coverage.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job, the staff member shall:

- Use strength to lift items needed to perform the functions of the job.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **Environmental Demands**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.

- Exposure to heated/air conditioned and ventilated facilities.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
- Function in a workplace that is usually moderately quiet but that can be noisy at times.

**The Blind Children's Center is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.**

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