

**Classification:** Health Support Services  
**Position Title:** Nurse Consultant  
**Department:** Family Services  
**Reports to:** Family Engagement Program Manager

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**Definition of Classification and Title:**

Under the supervision of the Family Engagement Program Manager and in coordination with Head Start San Joaquin Health Services Staff, implement and coordinate care plans for children enrolled in the CAPC's Early Education program. Provide health-related care and support for all Head Start staff and programs.

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**Description of Duties:**

**General:**

1. Represent the agency in a consistently professional manner, always modeling a commitment to the agency's Mission and Values.
2. Promote and maintain a sense of teamwork between Early Education Services, other CAPC staff, volunteers, Board members, and other individuals relevant to the successful operation of each program.
3. Develop and maintain mutually beneficial working relationships with other stakeholders to ensure support of the agency's vision, mission and values.
4. Maintain compliance and knowledge of all CAPC Policies and Procedures, funding and regulatory rules, and laws that apply to the program contracts and oversight agencies.

**Essential Functions:**

1. Conduct height, weight, blood pressure, vision, hearing, and scoliosis screening of our children, and notify parents and guardians of any abnormalities found. Assist the parent with accessing and coordination of special needs services.
2. Assist the FSS and teaching staff in the ongoing care and individualization of services to children.
3. Coordinate with other specialists (contractors) to deliver consistent continuum of care for all Early Head Start and Head Start contracts and program options.
4. Train and educate families and children on health-related issues, and conduct home-visits as needed.
5. Review screening and assessment results to inform parents and discuss their child's check-ups and follow-ups.
6. Provide first aid and dispense medications based on established Licensing procedures
7. Work with the FSS' to collect all relevant documents and records, including cumulative health and immunization records.
8. Train staff on health-related services and procedures.
9. Track all medical and dental data and follow up as needed.
10. Assist families with accessing and securing a medical and dental home as needed.
11. Document service delivery in the ChildPlus database system.

12. Maintain current and accurate records as required by the program and ensure confidentiality.
13. Maintain, process, and monitor inventories of health supplies.
14. Monitor compliance of services in regards to all State/Federal regulations, including but not limited to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT).
15. Other duties, both program specific and CAPC related, as assigned.

### **Minimum Qualifications**

**Education:** Graduation and certification as an LPN/LVN or higher from an accredited college or university.

**Experience:** Two years of relevant experience teaching/working with children (ages 0 to 5) and families desirable.

**Knowledge of:** Childhood development and child abuse issues.

**Ability to:** Gather and analyze data; organize and write reports, read, understand, interpret and apply pertinent rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain working relationships with others; present oneself professionally. Present the agency approved curriculum in group, classroom and one-on-one settings. Engage students in interactive and developmentally appropriate learning experiences.

**Technical Skills:** Good organizational skills and ability to prioritize and meet deadlines a must. Good office skills as well as computer knowledge and input ability. Intermediate knowledge of Microsoft Office (Word, Excel, Access, Power Point, and Publisher) and ability to learn server general maintenance functions and other software as requested. Basic arithmetic and computation skills.

**Condition of Employment:** Unless mutually agreed upon, and consistent with funding source requirements, employment with the CAPC requires a clearance from the Department of Justice, the FBI and CACI (through submitted fingerprints).

The employee is required to provide proof of immunizations records for Pertussis, Measles (unless a written statement from the employee's physician that there is a medical reason not to vaccinate the employee), an annual record of Flu immunization (or a signed statement from the employee that they have declined to be vaccinated against the flu), and a T.B. clearance (checked every two years).

Additionally, ECE staff are required to show proof of vaccination against Hepatitis B (consistent with Cal OSHA regulations).

The employee must have a car, a valid driver's license, and proof of on-going automobile insurance and must provide annually, a DMV record report compliant with the Agency's liability insurance requirements.

The employee must demonstrate strong interpersonal skills and the ability to communicate with clients and co-workers in a compassionate, non-discriminatory, non-judgmental manner. Position is dependent on continued funding and is an at-will position. Available to work on evenings and weekends as required by supervisor.

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**Physical Demands:** In order to perform the job duties associated with this position, the employee is regularly required to use his/her hands to finger, handle, grasp objects, tools and/or controls. The ability to talk, sit, stand, crouch, squat, walk, and hear well is necessary. The employee may also be required to reach with hands and arms, climb or balance, stoop, kneel, crawl, or crouch. Repetitively lift from floor to waist and/or move 30 pounds. Visual ability to judge distance, color, focus, and see peripheral objects is also necessary. Mental ability to handle commotion, high noise levels, and pressures of Children's Center on a daily basis, and assume responsibility for safety and welfare of children in a variety of settings, including but not limited to the classroom, playground and community.

Physical demands described here are representative of those that must be met by every CAPC employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Acknowledgment:**

I have read and understand the requirements for this position. My performance of these duties will be evaluated after a 90 probationary period and at the anniversary of my hire date thereafter.

I understand that this position is grant funded and may be eliminated for lack of funding or reorganization.

I understand that I am an at-will employee.

Accepted:	_____	_____
	Employee Name	Date
	_____	_____
	Employee signature	Date
	_____	_____
	Supervisor	Date