



# *Licensed Practical Nurse Job Description*

**POSITION PURPOSE:** We are looking for passionate Licensed Practical Nurses to join our nursing team to provide medical and physical needs to enable youth to attend Circle of Friends School educational program, monthly recreational activities and day camps.

## **Essential Job Duties:**

- Under the direction of a Registered Nurse, implements nursing care according to established priority of needs and according to standards of nursing practice.
- Under the direction of a Registered Nurse, to plan and oversee day-to-day routines with youth who experience medical conditions or health conditions, including administering medications, prescribed medical treatments, and/or follow the protocols established in the student health management plan.
- Assist with health related programs, which include but are not limited to assisting students with any self-care needs such as hygiene, toileting, self-catheterization, g-tube feedings, seizure monitoring/crisis response, blood glucose monitoring and nutrition.
- Provide basic emergency medical and first aid care at the site when not involved in the care of a particular child; assist nurse with further care for students as needed; administer epinephrine and glucagon per protocol; administer medicine per protocol with written parent/guardian permission.
- Work with an assistant, to maintain and update manual and computerized files and records of student health information, including immunization records, updates on health conditions.
- Performs other duties as assigned.

## **Knowledge, Skills, and Abilities:**

- Ensures the safety and security of the building, classroom, and equipment when building spaces are occupied and unoccupied.
- Communicate in a collaborative manner that demonstrates respect with the all individuals of the youth's educational team
- Ability to work calmly in stressful situations.
- Self-directed, ability to work without direct supervision and prioritize workload to assure efficient/quality support to staff and students.
- Demonstrate team collaboration by assisting in communicating with team members and parents in person, on the phone and in writing, and adhering to professional ethics and confidentiality is consistent with current law.
- Responses with enthusiasm to challenge and responsibility. Sees beyond own tasks to help fulfill the mission of the organization. Responds positively to all team members.
- Promote and preserve students' autonomy, dignity and rights in a non-judgmental, nondiscriminatory manner that recognizes student diversity.

*Circle of Friends was founded on one simple concept: youth with severe impairments and challenges are just like anyone else – they deserve opportunities. Through resources, support, training, and a community built on compassion, we're here to break the cycle of isolation for these individuals and the people who love them.*



- Maintains organized records of all student medical and educational records, CoF equipment and materials on site.
- Proficiency in using computers and ability to learn related software applications, online tracking systems, internet research tools, reporting applications, document scanner, and various Google system applications (Google Drive, Google Docs, Google Slides).
- Willingness to learn devices, equipment, and program plans that support youth functional and social communication, physical mobility and strength, instruction, health and safety.

### **Education and Experience:**

- Valid Oregon License to practice as a Licensed Practical Nurse
- Experience working in a hospital, community, school or home health clinical setting with youth who have chronic or technology supported health problems.
- Valid state issued driver's license and insured vehicle available for use on the job.
- Current First Aid/CPR/AED card, epinephrine and glucagon certificates; or ability to obtain certificates in at least 30 days of start date.

### **Physical Requirements**

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to participate in frequent lifting/handling/positioning of students weighing up to 35 lbs or ability to lift with assistance (mechanical or adult assistance) students weighing up to 70 lbs during transfers in/out of mobility equipment.
- Ability to physically assist students up to 50lbs who can bear weight during standing, walking, or transitioning between equipment
- Ability to follow written health or medical crisis protocols after provided training.

***Shift Type: Permanent; Full time, 9 month contract***

To apply for this position, please email a cover letter, your resume, and 3 professional references to Jenn Davis [jenn@circleoffriendsschool.org](mailto:jenn@circleoffriendsschool.org)

Any questions, please contact Jenn Davis 541-321-0107