

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Complex Needs Nurse
<b>DEPARTMENT &amp; PROGRAM:</b>	Special Education   Early Intervention/Early Childhood Special Education
<b>WORK YEAR:</b>	200-day Calendar
<b>SALARY   PLACEMENT:</b>	Licensed Salary Schedule
<b>SUPERVISED BY:</b>	Health Services Supervisor
<b>ASSOCIATION:</b>	Licensed
<b>FLSA STATUS:</b>	Exempt

### GENERAL DESCRIPTION OF THE POSITION:

To provide nursing services to the CESD Special Education and/or Early Intervention/Early Childhood Special Education programs that support students with special health needs from all local districts.

### ESSENTIAL FUNCTIONS:

- To assess the health needs of learners by:
  - determining the extent of the health assessment required through record review and parent consultation.
  - obtaining a health history from medical records and student/parent interviews.
  - evaluating the student's current health status through physical assessment and student/parent interview.
  - obtaining current medical information and orders from the student's health care provider.
- To facilitate health services for identified students by:
  - developing a Student Health Management Plan (SHMP) and providing a summary of health information including recommendations based on physician's orders which may include a nursing care plan, emergency plans, delegation or assignment to school staff, transportation plans, IFSP/IEP goals (which may include teaching classroom staff to observe and report signs of identified concern to the R. N.)
  - updating student health status, identified health concerns, goals, and placement to determine if progress has been made, and health information is current, consulting with health care providers/parents to modify medical treatment and nursing management as needed.
  - Support staff on development and implementation of feeding plans as needed.
  - Provide training for staff on medical protocols.
- Complete vision and hearing screenings annually, or arranging for their completion through outside agencies.
- Act as liaison between parents, teachers, community agencies and medical providers, as needed, to ensure effective communication and make recommendations regarding the nature, scope and intensity of services that will provide a safe school environment in the least restrictive environment for student in assigned districts.
- Supports the program in ensuring compliance with Head Start performance standards as well as other local, state and federal regulations, to ensure health, health, and safety and nutrition standards are met.
- Participate in a multidisciplinary team and make appropriate recommendations regarding student health/educational plans for IFSP/IEP.
- Participate in evaluation of own job performance.
- Seek and receive professional development to attain and maintain competencies necessary to meet the needs to serve students.
- Contribute to positive and productive work environment.
- Participate in designated meetings as directed by program Director/Supervisor.
- Consult with supervisor for assistance and/or direction as needed.
- Demonstrates cultural competence in supporting students, families and staff

*The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.*

### ADDITIONAL FUNCTIONS:

- Follows and supports district and program values, policies, procedures and requirements
- Works cooperatively and harmoniously with families, co-workers, supervisors, and community partners of diverse backgrounds

3. Maintains professional and technical knowledge by participating in professional development activities
4. Maintains regular communications including checking and replying to work email on a regular daily basis
5. Maintains regular and punctual attendance
6. Performs other duties as may be assigned

**ESSENTIAL COMPETENCIES:**

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

**MINIMUM QUALIFICATIONS:**

1. Valid Oregon license to practice as a Registered Nurse
2. Minimum of two years' experience within the last four years working in a school/clinical setting with children
3. Bachelor's degree in health related area (nutrition, nursing, community health, et cetera)
4. Familiarity with community, state and federal health care resources, and ability to link families with these resources
5. Ability to support and train educators in a variety of ways including in-service training, on-site modeling, coaching, technical assistance, phone consultation, establishing a mentor relationship, or by guidance to professional resources in the community
6. Ability to acquire and apply knowledge of current school health regulations
7. Knowledge and skills in teaching adults
8. Knowledge about child development and childhood care and education
9. Willingness to become knowledgeable in word processing, and multiple student records systems
10. Demonstrated effective communication, leadership and time management skills
11. Ability to coordinate assignments and work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail
12. Ability to maintain confidentiality of sensitive and confidential information and materials
13. Written and oral communication skills sufficient to perform essential functions
14. Physical and mental attributes sufficient to perform essential functions
15. Valid driver's license and personal vehicle available for use

**PREFERRED QUALIFICATIONS:**

1. Bilingual English/Spanish; written and oral communication skills in Spanish

**WORKING CONDITIONS:**

1. Work environments vary by position and may include offices, schools, outdoors, community, and stakeholder locations
2. Itinerant positions involve travel to multiple sites during day and week throughout the CESD service area, including use of personal vehicle
3. Travel may require use of agency vehicles or public transportation
4. Physical care and support of young children and school age students to support personal care and learning
5. Physical care or delegated medical tasks as designated in medical and emergency protocols prescribed for assigned children
6. Physical intervention as necessary in supporting young children and school age students while responding to challenging behavior
7. Exposure to communicable diseases common in young and school age children
8. Exposure to and use of various materials including wood, paper, cardboard, fabric, foam, glue, paint, latex, rubber gloves, soap, cleaning compounds, and potential food allergens
9. Occasional evenings and weekends may be required for program events

**EQUIPMENT USED:**

1. Wheelchairs
2. Hoyer lifts
3. Standing Frames
4. Personal Vehicles

**PHYSICAL JOB TASK REQUIREMENTS:**

The physical requirements checked are essential to successfully performing the duties associated with this position.

- **Medium work.** Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work.

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)						
Lifting students who have physical impairments and are unable to assist. All students regardless of their size and weight are lifted by two people with the total weight of the student not evenly distributed between the two. Students weighing over 50 pounds will be lifted using a mechanical lift.						
01-30 lbs	Never	Rare	Occasionally	<input checked="" type="checkbox"/> Frequently	Continuously	
General school supplies, teaching materials, food items, and backpacks						
26-50 lbs	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Positioning of students in wheelchairs and assisting in the transfer of students.						
> 50 lbs	<input checked="" type="checkbox"/> Never	Rare	Occasionally	Frequently	Continuously	

Employee may need to: (X = REQUIRED)						
Bend	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Climb	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Crawl	<input checked="" type="checkbox"/> Never	Rare	Occasionally	Frequently	Continuously	
Drive	Never	Rare	Occasionally	<input checked="" type="checkbox"/> Frequently	Continuously	
Kneel	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Reach (above shoulder)	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Reach (forward)	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Sit	Never	Rare	Occasionally	<input checked="" type="checkbox"/> Frequently	Continuously	
Squat	Never	Rare	Occasionally	<input checked="" type="checkbox"/> Frequently	Continuously	
Stand	Never	Rare	Occasionally	<input checked="" type="checkbox"/> Frequently	Continuously	
Twist	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Walk	Never	Rare	Occasionally	<input checked="" type="checkbox"/> Frequently	Continuously	



Run		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Stairs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Lying Down		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
<b>Hands may be used for: (X = REQUIRED)</b>										
Grasping		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Pinching		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Finger Manipulation		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
<b>Wrists may be used for: (X = REQUIRED)</b>										
Twisting/Turning		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
<b>Pushing/Pulling: (X = REQUIRED)</b>										
01-30 lbs		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
<b>Carrying: (X = REQUIRED)</b>										
01-30 lbs		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Description	Carrying of children (who are injured or in distress), for a max of 10 feet.									
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Description										
<b>Environment Exposures (X = REQUIRED)</b>										



Job Description ID Code: NU202

Chemical Contact	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Moving Objects	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Noise	<input type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input checked="" type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Safety Equipment	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Wetness	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously

**MENTAL JOB TASK REQUIREMENTS:**

The mental functions checked are essential to successfully performing the duties associated with this position.

**X = Requirement |  = Not Required**

**REASONING ABILITY:**

- X Complete routine, repetitive tasks with simple instructions
- X Follow detailed instructions that require few changes
- X Follow detailed procedures with several potential variables
- X Accurately interpret behaviors and nonverbal communication and act on decisions
- X Demonstrate logical or deductive thinking
- X Provide creative, innovative solutions to job problems

**CALCULATIONS:**

- X Perform simple copying, addition, counting, subtraction
- X Perform multiplication and division
- Understand the metric system and conversions
- X Manipulate fractions, decimals, and percentages
- X Understand and use statistics
- Understand and use charts and graphs
- Understand and use advanced mathematics
- Understand the theoretical application of statistics and complex math

**LANGUAGE:**

- X Read and understand product labels, policies written at the 10th grade level
- X Follow verbal or demonstrated instructions
- X Explain simple directions, copy data from one form to another
- X Complete form letters or answer routine correspondence
- X Compose correspondence independently
- X Read and interpret complex technical material
- Speak and understand a second language
- X Prepare complex reports and documents
- X Speak with individuals and small groups in an articulate manner
- X Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without accommodation.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.*