

Job Description

Position: LPN/Health Services Secretary
Department: Health Services
Supervisor: Nurse Coordinator
FLSA Status: Exempt
Revised: June 6, 2016

Summary/Objective

Using clinical knowledge and judgement, assist the Nurse Coordinator in the provision of First Aid and Wellness Care to students, school staff and Agency Clientele. Provide administrative support for Health Services Department.

Essential Duties:

1. Provide administrative support to the Nurse Coordinator.
2. Maintain Health Services computer databases.
3. Process correspondence, purchase orders, check requests, etc.
4. Prepare flyers, envelops, labels, etc., and distribute mailings throughout Lexington School.
5. Answer phones, file and other administrative duties.
6. Comply with procedures, protocols and other instructions provided by the Nurse Coordinator or contained in school manuals and protocols.
7. Provide nursing care and physical screenings to students; assess students and implement first aid measures for students and others as needed.
8. Assess and determine ill/injured student(s) disposition regarding returning to class, staying in Health Services Department, sending student(s) home/picked up by parent or referring to emergency room.
9. Respond to medical emergencies occurring in the center. If 911 is called, remain with patient until EMS arrives. An agency administrator will arrange for agency personnel to accompany the patient to the hospital.
10. Store medicine in a pre-assigned safe place, recording and dispensing medications for students who require in-school medications, as ordered by physicians in compliance with NYC Board of Education and NYS regulations.
11. Maintain medication consent records.
12. Complete Accident Reports and provide needed first aid.
13. Other duties as assigned.

Education

- HS diploma or the equivalent
- Have graduated from an LPN nursing program registered by NYSED as LPN license qualifying, or

Requirements

- LPN with current New York State registration
- CPR – AED Certification
- Working knowledge of American Sign Language (ASL) or expectation to learn.
- Valid malpractice insurance
- Computer literate – proficiency with Microsoft Office.

- Good interpersonal skills

Experience

- Experience in both a hospital and School setting

Attributes

- Ability to maintain confidentiality.
- Customer service orientation
- Strong written and oral communication, and interpersonal skills; ability to respond professionally if faced with difficult situation.
- Strong organizational skills and the ability to handle multiple priorities a must.

Required Clearances

- NYC BOE Fingerprint Clearance
- SCR Clearance
- SEL Clearance

Open until Filled

To Apply Contact Jobopportunities@lexnyc.org or 718-350-3027/3028
Please indicate “LPN/Secretary” in subject line