

Position: REGIONAL NURSE

Effective Date: JULY 2025

Service Areas: Health Services -
Health, Mental Health, Nutrition

Reports To: Center Manager

Classification: Professional II

Status: Full Time, 10-Months; Eligible for Overtime Pay

Position Purpose: To implement health and safety practices which conform to Head Start Program Performance Standards. Monitor each child's health by performing periodic health checks, screenings and observation. Assist Family Worker in helping families obtain medical and dental services, with referrals, follow-up and treatments. Teach, practice and implement health and safety practices to children, staff and families.

Qualifications:

- Licensed Practical Nurse (LPN) with Current Nursing License
- Experience in Community Health preferred

Essential Job Functions: *These functions are performed on a regular basis unless otherwise specified. Employees must be able to perform each of the below functions with or without reasonable accommodation.*

Physical Abilities: The actual physical activities of the position are too numerous to list, but would generally include, and not be limited to, the following:

- The ability to lift at a minimum 30 lbs, occasionally, during employment.
- Abilities including, but not limited to, repetitive bending, stooping, getting up and down from floor to ground to perform CPR, First Aid or attend to an ill person.
- Ability to maintain visual and auditory supervision of children at all times to insure their safety in the classroom, on the playground and on a study trips or participate in outdoor activities, occasionally throughout the course of employment.
- The ability to use technology and office equipment such as, but not limited to: computer system, telephone, voice mail, email, FAX machine, office copier.

Attributes: Must possess basic knowledge of spelling, grammar, mathematical and communication skills; cognitive abilities including, but not limited to written comprehension, problem sensitivity, oral comprehension, oral expression, speech clarity and speech recognition.

Essential Job Functions Related to Working Conditions:

- Ability to use own vehicle for work related activities when agency vehicles are not available.
- Ability to work in a variety of environments including, but not limited to, offices, kitchens, playgrounds, classrooms, buses, community rooms and home environments of families, all of which may be air conditioned or heated.
- Ability and willingness to travel on a regular basis to, but not limited to, local, state and national destinations. Travel methods may include personal or agency vehicle, airplane or train.

Standard Responsibilities

1. Embody the Mission, Vision, Core Principles and Core Values of Luzerne County Head Start (LCHS) according to the Strategic Plan of the agency.
2. Exemplify an attitude of cooperation and support as a member of the Head Start (HS) team.
3. Reflect a pleasant attitude that represents LCHS in a positive manner within the community at large and maintain a professional attitude to the staff, families and public at all times. Project the same positive manner while attending community activities, training functions, seminars and conferences.
4. Adhere to the following: *National Head Start Act* (12/2007), the *Head Start Program Performance Standards (HSPPS)*; *LCHS Personnel Policies and Practices Handbook*, *LCHS Operations Manual*, the *LCHS Integrated Service Plan* and the Pennsylvania State Standard System.
5. Comply with the LCHS Confidentiality Policies assuring that the program, children, families and employee records and information are protected at all times.
6. Adhere to attendance practices in being punctual and dependable on a daily basis.
7. Attend/participate in agency meetings, including, but not limited to: Pre-services, In-services, seminars and other meetings deemed necessary.
8. Serve as a Mandated Reporter of Child Abuse and Neglect as per the Federal Register, Head Start Program Performance Standards and the PA Child Protective Services Law and their amendments.
9. Keep updated the employee's own *Professional Development Record* to develop a professional record, plan a career path with LCHS, and create a record of individual professional accomplishments.
10. Adhere to agency practice in data management data collection for timely and accurate processing of agency information that will help LCHS to drive decisions in setting priorities and continuous improvement, ultimately providing more effective services for children and families. 'This includes checking one's own assigned Email on a consistent, regular basis.
11. Perform duties, other than those listed here, consistent with the position and responsibilities which are deemed necessary by the Executive Director in order to achieve the goals of the service area and/or help meet the HSPPS.

Essential Position Responsibilities

Preschool Health Services

1. Provide and/or facilitate formal and informal Health and safety education for program staff, children and parents.
2. Determine immunization status on each enrolled child and enter dates into the ChildPlus child tracking system (ChildPlus); develop a follow-up plan on those considered incomplete.
3. Conduct and or facilitate mandatory screenings on enrolled children within time requirements. This includes: height, weight, vision, hearing and periodic head checks.
4. Assist with additional screenings on-site, to include, but not limited to, lead and dental screenings.
5. Document all screening results, referrals, follow-up and contacts with families and providers. Enter all information into ChildPlus child tracking system.
6. Obtain from parent, required health information and forms, follow-ups and treatments with assistance from Family Worker, as needed. Health filing as able.
7. Communicate with team members, sharing necessary information to best serve children and families. Make appropriate documentation in ChildPlus.
8. Attend and or assist team members on home visits and study trips as needed
9. Visual and auditory assessment and treatment of children and staff for illness and injuries when available in the center.
10. Obtain and maintain Adult/Infant Child CPR/AED and Pediatric First Aid.
11. Review emergency procedures upon hire and annually.
12. Plan and conduct monthly fire drills with Center Managers, as well as safety checks of the center; complete report and send copy to Director of Operations.

13. Monthly checks of first aid kits in the classroom and send report to Director of Operations; replenish supplies as needed.
14. Work with classroom staff to assist or provide mandatory health/safety education in the classroom.
15. Assist with volunteer training and follow monitor TB screening policy and procedures. Refer and follow up any abnormal results completed forms are included in file sent to Human Resources.
16. Review and initial accidents reports and send to Health Specialist.
17. Provide technical assistance to staff for health and safety procedures such as medication, medical treatments, etc. Follow-up with obtaining Doctor notes/Care Plans.
18. Submit a monthly calendar of schedule.
19. Communicate health and safety activities, schedule and situations to the Center Manager/Health Specialist, submit a monthly Google calendar.
20. Attend scheduled meetings and trainings in house and continuing education opportunities in the community. One Regional Nurse will maintain membership on Health Advisory Committee, as per Health Specialist; all Regional Nurses will attend monthly Safety Committee.
21. Maintain awareness of current health/safety issues, treatments and procedures and an up-to-date working relationship with community agencies and providers.
22. Provide technical support and training to staff as per Medication Policy; monitor documentation of training on *Education Staff Medication Training Form*.
23. Communicate with parents concerning child's health status as needed.
24. For Regional Nurses assigned to Pre-K Counts classroom will be required to complete appropriate sensory screenings for enrolled children, including vision, hearing and periodic head checks, as well as additional data entry responsibilities. Assigned nurse will obtain required health forms and assist with referrals and follow-up appointments. All results and efforts to be documented in ChildPlus as per agency protocol.

Data Management: Collection and Data Entry

1. Adhere to policies and procedures for specific data management in all job responsibilities to perform accurate and timely input/retrieval/monitoring of specific data management systems, including, but not limited to: LCHS email systems, Google Drive/Google Docs, ChildPlus/HS program management software, etc.
2. Complete specific, assigned data entry duties as needed for tracking purposes per the established timeline. Enter necessary information into the data system for PIR at enrollment and end of enrollment and on an on-going basis as services occur.
3. Maintain accurate records as required and meet established time tables for record keeping and reports.

Statement of Understanding and Agreement:

I (Print Name) _____, have reviewed the foregoing job description and have been given opportunity to ask questions about the terms of the position. I understand that my employment at LCHS is contingent upon my successful performance of the responsibilities outlined herein. I further understand that my employment with LCHS is "At Will".

I agree to follow and comply with this job description and all LCHS policies and procedures.

I acknowledge that I have received a copy of this job description.

Signature: _____ Date: _____