

Specialized Employee Health Nurse

Position Details

Class Code: 0096

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, takes preventative measures to ensure the health and safety of Clark County School District (CCSD) employees. Maximizes employee health, safety, and productivity by reducing injury/illness-related wage loss, identifying risks/hazards, and assessing/promoting overall health and well-being.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops/implements employee health and safety programs.
2. Develops employee disease prevention programs (mental health awareness, healthy eating/exercise programs, smoking cessation, etc.).
3. Collaborates with site administrators regarding employee injuries, health concerns, communicable diseases, and safe return/release to work.
4. Collaborates with site administrators regarding employees' restrictions and reasonable accommodations.
5. Serves alongside licensed social workers and other appropriate personnel on an Employee Assistance Program; facilitates direct interventions and follow-up referrals for staff with suicidal ideations or other mental health crises.

6. Counsels employees on physical/mental health issues; guides employees toward community resources and employee assistance programs.
 7. Collaborates professionally with employees and community representatives.
 8. Complies with public health authority mandates (Southern Nevada Health District (SNHD), Centers for Disease Control and Prevention (CDC), etc.) regarding communicable disease management and reporting.
 9. Trains CCSD Health Line staff on policies, procedures, and mandates; provides quality assurance for the CCSD Health Line Call Center.
 10. Complies with state and federal laws regarding suspected child abuse/neglect reporting.
 11. Collaborates with appropriate CCSD departments/personnel to assist in planning, developing, and implementing CCSD emergency preparedness programs.
 12. Participates in meetings, seminars, and conferences; serves on committees, as appropriate.
 13. Assists in investigating related symptoms and employee contact tracing for infectious diseases.
 14. Schedules nursing staff, maintains employee health records, and assists in verifying staffing invoices from contracting agencies.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves tasks related to providing preventative measures that ensure the health and safety of employees in an occupational setting and maximizing employee productivity.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of First Aid, Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) procedures, and medical terminology.
2. Knowledge of, and ability to comply with/implement, employee health laws and CCSD policies/procedures.
3. Demonstrate general knowledge of fundamental principles, trends, and research in the employee/occupational health field.
4. Demonstrate specific knowledge of CCSD suicide intervention procedures, community-based counseling, and support/recovery resources.
5. Ability to maintain confidentiality.

6. Knowledge of business English and spelling; ability to clearly communicate information, verbally and in writing.
 7. Ability to use a computer for health research, e-mail communication, data collection, and employee health record maintenance.
 8. Ability to work cooperatively with employees' peers, administration, and community members.
 9. Ability to maintain and improve professional competence.
 10. Ability to recognize and report hazards and apply safe work methods.
 11. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Six (6) months' recordkeeping experience in a health-related field.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Current (CPR/AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
5. Current First Aid and CPR/AED certificates from the American Heart Association, American Red Cross, or a similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of

- the front and back of the First Aid and CPR/AED certificates must be uploaded into the application.
6. Licensed in the state of Nevada (or ability to license at time of application, Qualified Selection Pool (QSP) placement, or interview) as a Licensed Practical Nurse (LPN); or,
Licensed in the state of Nevada (or ability to license) as a Registered Nurse (RN) with a two (2) or three (3) year degree from an accredited college or university.

Preferred Qualifications

1. Experience in staff scheduling and training.
 2. Supervisor experience.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
 4. Safe driving record.
 5. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 6. Current First Aid certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application.
 7. Copy of current license as an LPN, if applicable.
 8. Copy of current license as an RN and transcripts, if applicable.
 9. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools/facilities (classrooms, health offices, labs, clerical offices, etc.).

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office/classroom settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, computers, printers, fax machines, copy machines, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/29/24
- Created: 06/04/21