



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Pkwy N. Suite 440, City of Industry, CA 91746
Tel. (562) 776-1301
www.plazadelaraza.info

Employment Opportunity

Posted Date: 9/25/2018

Closing Date: 10/5/2018 or until filled

Position Title: Licensed Vocational Nurse
Reports To: Health & Nutrition Coordinator
Department: Health
Employment Status: Non-Exempt /12 months per year
Hourly Rate: \$18.86 - \$21.88 per hour
Work Location: Los Angeles County

I. Program Summary:

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza currently serves over 1,620 children and their families.

II. Summary of Duties:

The Licensed Vocational Nurse plans and provides health services for pupils within the delegate agency; observes student patients, assesses needs, administers prescribed medications, assembles equipment, educates families, staff and pupils on health related issues, and performs related duties as assigned.

III. Qualifications & Experience:

A. Education

Graduation from a state approved vocational nursing program and an active California license as a License Vocational Nurse is required.

B. Experience

One (1) year of nursing experience in community health, occupational health, or school nursing is required. Experience in office and record-keeping associated with health services and has an understanding of medical terminology, testing procedures, billing processes, and student eligibility standards is required.

IV. Special Requirements

Medical Examination: Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (Whooping Cough) and influenza. *

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), Sex Offender and the Child Abuse Index prior to starting work.*

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver license, or have available private transportation.*

** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of contingent offer of employment.*

V. Benefit Plans

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans

Health Care: Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA
Financial: 401(k) Plan and Direct Deposit
Time Away From Work: Vacation, Paid Holidays, Personal /Sick Days, Leave of Absence, Jury Duty and Bereavement Leave
Work/Life Solutions: Life Assistant Program

VI. Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift two handed up to at least 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

VII. Application Procedures

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at **13300 Crossroads Parkway North, Suite 440, City of Industry, CA 91746**, or may download the application from the Careers section at www.plazadelaraza.info.

Applicants must submit a complete application packet to Human Resources Department via jobs@pdlr.org or regular mail to:

Plaza de la Raza Child Development Services, Inc.
Human Resources Department
13300 Crossroads Parkway North, Suite 440
City of Industry, CA 91746

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume
4. Transcripts indicating graduation from an accredited school of nursing
5. Active California license as a License Vocational Nurse
6. Valid CPR/First Aid certification

*** Only complete application packets will be considered for the screening and selection process.**

EQUAL OPPORTUNITY EMPLOYER

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.

REVISED: 11.03.2015