

Registered Nurse (SC - Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=241744>

Downloaded On: Sep. 1, 2024 2:27am

Posted Jul. 18, 2024, set to expire Jan. 28, 2025

<b>Job Title</b>	Registered Nurse (SC - Substitute)
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Jul. 18, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Sciences
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Registered-Nurse--SC---Substitute-REQ12429">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Registered-Nurse--SC---Substitute-REQ12429</a>

**Apply By Email**

**Job Description**

**Title:**Registered Nurse (SC - Substitute)

**Job Category:**NBU

**Job Opening Date:**July 18, 2024

**Job Closing Date:**July 31, 2024

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**Locations:**Saddleback College

**Department:**

**Pay Grade, for more information click on this link:**

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

**Pay Type:**Hourly

**Hours Per Week:**0

**Job Description:**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision from an appropriate level manager or administrator, performs a variety of clinical skills in health assessment, triage, nursing diagnosis and treatment, health counseling, and referral in the delivery of episodic health care and promotion; works with a team of medical providers, clinical therapists, and other staff; provides a variety of medical and/or mental health assistance to students. Serves as a health educator and advocate for students. Duties and responsibilities are carried out within the framework of established laws, scope of practice, policies, procedures, and guidelines.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

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- Provides nursing care and related health services; triages students; makes independent nursing assessments and evaluations regarding injuries and illnesses; provides first aid, emergency care, or crisis intervention in accordance with federal, state and College/District, scope of practice, regulations, and protocols; assists the manager/administrator in meeting reporting requirements, functional responsibilities, and objectives.
- Performs diagnostic tests to assess patient conditions; administers immunizations/vaccines; advises patients on health maintenance and disease prevention and provides referrals for care as necessary; assists physicians, nurse practitioners, and physician assistants with patient care; refers to emergency services when appropriate.
- Provides instructions to patients, orally and in writing, regarding findings, care plans, and follow-up recommendations; provides recommendations and referrals to appropriate community agencies and services.?
- Compiles, prepares, evaluates, maintains, and updates health center-related data, records, reports, and files; documents patient medical information, condition, treatment, advice, and referrals on patient medical charts utilizing electronic medical records; maintains confidential patient medical records; reviews data, records, reports, and files for completeness and accuracy; provides copies of medical records to patients following policy and procedures; provides medical records to other agencies as requested, within policies, procedures, and HIPAA guidelines.
- Participates in planning and implementing health and wellness programs, activities, and clinics; serves as a health educator and advocate; distributes health education materials and participates in health education events, including public speaking.
- Participates in budget activities; monitors, inventories, and orders medications and other clinical medical supplies; receives and records medical supplies and special orders; notifies supervisor of any missing items; disposes outdated supplies and medications according to state guidelines; secures medication and supply areas; safely stores all items in appropriate designated areas; maintains documentation of vaccines and medications received; monitors a variety of patient handouts for current content and quantities; reorganizes and restocks health information pamphlets in reception area.
- Communicates with patients, medical professionals, and a variety of outside agencies to exchange information and resolve issues or concerns as allowed by laws governing the release of medical information; ensures compliance with, and abides by, all health office, District, state, and federal policies, laws, rules, and regulations; adheres to all confidentiality practices, guidelines, and regulations, including those required by HIPAA guidelines/regulations.
- Cleans, organizes, and maintains assigned areas and equipment; restocks exam rooms with appropriate supplies and health information; sterilizes instruments following established autoclave manufacturer guidelines; performs monthly maintenance on autoclave equipment.
- Works collaboratively with Campus Police and other departments and agencies to respond to

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- campus emergencies; serves as a member of the College Emergency Response Team.
- Maintains current knowledge and stays up to date on SHWC/SHC requirements; attends and participates in trainings, meetings, workshops, and conferences; learns new state and federal laws, rules, and regulations pertaining to health centers; participates in the development of new/revised procedures to accommodate changes; attends and participates in diversity, equity, and inclusion trainings and events. Maintains compliance with online coursework and other mandatory trainings and certifications (i.e., FERPA, HIPAA, CPR/First Aid, etc.) as directed by supervisor.
  - Establishes and maintains cooperative working relationships with students, staff, and faculty, as well as various outside groups associated with or servicing the program to ensure efficient, effective, and correct implementation of departmental objectives; serves as liaison, and assists with the coordination of services, functions, and activities with other College/District departments, including those at off-site locations and strategic partners.
  - Provides functional and technical training, guidance, and work direction to lower-level staff and student workers; participates in the training of new employees as necessary.
  - Operates a variety of office equipment and machines; learns to use new technology as necessary to perform duties; utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; utilizes various computer applications and software packages.
  - Assures the timely completion of work in accordance with established policies, procedures, and standards.
  - Serves as a mandated reporter per the California Penal Code.

Performs related duties as required.

## QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.*

### Knowledge of:

- Primary care and preventative visits; a wide variety of health issues such as nutrition, stress management, reproductive health, mental health, communicable diseases, alcohol and substance abuse.
- Current principles, practices, methods, and techniques in the field of nursing.

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- Medications and their desired effects, side effects, and complications of their use.
- Basic laboratory procedures.
- Common medical, physical, and psychological conditions, causes, and the procedures involved in treatment of these conditions.
- Community resources and current trends and concepts, ethics, and legal matters pertaining to the nursing and medical practice and mental health issues.
- Principles and practices of healthcare quality control assurance.
- Communicable disease epidemiology, prevention, and control in accordance with recommendations from local and state public health departments, and the Centers for Disease Control.
- Basic first aid, cardiopulmonary resuscitation (CPR), and health assessment techniques.
- Mandated reporting laws, Title IX, and FERPA regulations.
- Purposes, uses, and operating characteristics of a variety of equipment and supplies used in the provision of medical care, treatment, and related services.
- Principles and practices of data collection and report preparation.
- Philosophy, operational characteristics, services, activities, goals, and objectives of the HWC/SHC; eligibility requirements; specialized functions, activities, operations, rules, regulations, requirements, and restrictions related to the health and wellness center; terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the health and wellness center.
- Information and research resources available related to health and wellness centers.
- Work organization and current medical office practices, procedures, terminology, methods, and equipment, including computer hardware and peripherals, devices, and applications; principles and procedures of business letter writing.
- Principles, practices, and procedures of safety, sanitation, and infection control requirements related to health care facilities and equipment, sterilization techniques and medical waste disposal procedures.
- Principles and techniques used in providing a high level of customer service and patient care.
- Techniques to facilitate effective interaction with people on an individual or group basis; interpersonal skills using tact, patience, and courtesy.
- Effective written and oral communication skills including correct English usage, grammar, spelling, punctuation, and vocabulary; public speaking and presentation skills.
- Pertinent federal, state, and local laws, codes, and regulations, including FERPA, HIPAA, and the Americans with Disabilities Act; confidentiality requirements when dealing with personal and sensitive student information; confidentiality requirements applicable to patient health reports and records.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds; institutional and

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community resources available to assist a diverse student population; needs of students with disabilities or requiring special services.

- HIPAA requirements; principles, practices, requirements, and procedures of records management.
- Occupational hazards, health, and standard safety policies and procedures applicable to a health and wellness center, including applicable OSHA rules and regulations.
- Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
- District and College organization, services, programs, operations, policies, and objectives.

**Ability to:**

- Assess medical and mental health problems, assist with conducting comprehensive physical examinations and obtain lab work; provide medical and mental health treatment plans per provider recommendations.
- Triage medical situations and differentiate between non-urgent, urgent, and emergent situations; recognize adverse signs and symptoms; remain calm and appropriately respond to emergency situations; administer First Aid, CPR, and AED.
- Collect, organize, record, and communicate data relevant to health assessments as per current legal requirements.
- Operate a variety of medical equipment.
- Work collaboratively with physicians, nurse practitioners, physician assistants and other members of medical and mental health teams.
- Instruct and counsel patients on health matters, including referrals to appropriate providers and community resources.
- Interact extensively with and respond to requests and inquiries from students, faculty, staff, and public; respond appropriately to the health needs and requests; effectively present information in person, electronically, or on the telephone to students, staff, or the public; provide excellent customer service.
- Adhere to ethical standards of the nursing profession as described by the American Nursing Association.
- Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively; conduct presentations as necessary.
- Develop, maintain, and foster effective working relationships involving interactions and communications personally, by phone, and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.
- Exercise good judgment, discretion, tact, and personal initiative in resolving confidential, difficult,

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and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.

- Operate office equipment including hardware, software, and devices supporting word processing, database management, and spreadsheets; type or enter data at a speed necessary for successful job performance; maintain accurate filing, record keeping, and tracking systems; apply excellent organization skills and attention to detail; compose and prepare correspondence and memoranda; maintain filing systems; prepare documentation, reports, and other written materials.
- Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, interpret, explain, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.
- Assess situations, analyze problems, identify alternative solutions, project consequences of proposed actions, and adopt effective courses of action.
- Maintain the cleanliness, sanitation, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.
- Perform arithmetic calculations quickly and accurately.
- Effectively utilize technology and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment and systems.
- Maintain an adequate inventory of materials and equipment.
- Provide training, functional and technical work direction, and guidance to assigned staff and student workers.
- Assist others in locating appropriate resources; provide assistance to others in matters related to assigned area.
- Participate in trainings, conferences, and meetings on-site and off-site as required.
- Report to work on a regular and consistent basis, as scheduled, to assigned job.
- Work evening/weekend shifts as required.

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## EDUCATION AND EXPERIENCE GUIDELINES

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### Education/Training:

- Completion of an Associate's Degree from an accredited college in Nursing.
- Bachelor's degree or higher in Nursing preferred.

### Experience:

- Three years of experience as a LVN or RN in a school/college, community health, acute/urgent, or emergency care setting.

### License or Certificate:

- Possession of a valid Registered Nurse license issued by the Board of Nursing
- Possession of a valid Basic Life Support certificate.
- Possession of a valid CPR/AED (Cardiopulmonary Resuscitation/Automatic External Defibrillation) Certificate.
- Possession of updated immunizations and titers to communicable diseases in accordance with the college policy and CDC recommendations is required at the time of appointment.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Public Health Nurse Certification preferred.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a clinic. Occasional response to any on-campus site during clear or inclement weather. Exposure to communicable diseases and other illnesses.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a clinical setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and





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twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to assist in lifting or moving patients; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Additional Information:**

\$49.78/hr

Up to 24 hours per week

Schedule TBD

On-site only

**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**



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The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**DISABILITY ACCOMMODATIONS:**

If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**CAMPUS CRIME AND SAFETY AWARENESS:**

Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in the District Human Resources (DHR) office upon request.

**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS.



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### **EEO/AA Policy**

#### **DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY:**

*The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.*

*Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.*

#### **SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

#### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**