



The Department of Health and Social Services invites applications for the position of: **Licensed Practical Nurse – On Call**

The primary function of the position is: Perform specialized support services as a Licensed Practical Nurse. The position assists in carrying out assigned nursing tasks, activities, promotes student safety and well being, and reinforces classroom programs.

Required Application Materials:
(Incomplete applications will not be processed)

- MESD Employment Application
- Application Addendum
- Criminal History Check Form

Starting Date: August 29, 2011

Application Deadline: August 1, 2011

Work Year: As needed

Assignment Location: Various schools in Multnomah County

Salary: \$18.70 per hour

Required employment packets can be obtained as follows (application materials will not be faxed):

- ◆ Via web: www.mesd.k12.or.us
- ◆ In person: Monday-Friday, between 8:00 am - 5:00 pm in the Lobby of the MESD Administrative Building, 11611 NE Ainsworth Circle, Portland, OR 97220
- ◆ By mail: send a self addressed, stamped (two 1st class stamps) legal size envelope indicating position of interest to the address listed above

Send or deliver to: Receptionist, Multnomah ESD
11611 NE Ainsworth Circle
Portland, OR 97220

APPLICATION PROCESS GUIDE

We appreciate your interest in the Multnomah Education Service District. Below is a guide to help you understand our application process and assist you in the successful completion of your application.

GENERAL INFORMATION: Read the job announcement carefully. Announcements contain special instructions and requirements. It is your responsibility to complete all parts of the application. Applications are valid for the **posted vacancies** only. Complete a separate application for each posted vacancy for which you wish consideration. Resumes may be attached for additional information, but may not be used to substitute completion of the application. The job title on your application should match the job title as it appears on the posted vacancy. **Applications that are incomplete, do not include the required materials listed on the front of the job announcement or are not signed by applicants, will not be considered.** *All application materials become the property of the Multnomah Education Service District and will not be returned to the applicant.*

AFFIRMATION ACTION: The Multnomah Education Service District is an equal opportunity employer. MESD employs men and women in both traditional and non-traditional jobs and is committed to ensure there is no discrimination against any person based on race, color, sex, religion, national origin, physical or mental disability, marital status, age or sexual orientation, except in positions where a bonafide occupational qualification exists. Accommodations due to a disability will be reviewed upon request. In accordance with Federal guidelines for Equal Employment Opportunity, our District is required to keep records, which include identification of job applicants by race, age and sex status. A separate sheet is provided with your application materials. Furnishing this information is optional (see directions on sheet for further information).

POSTED VACANCIES: To check for current openings, visit us at www.mesd.k12.or.us. Jobs are listed with the State Employment Division and most advertisements appear in the Sunday edition of the Oregonian.

THE APPLICATION PROCESS: Applications are due by 5 p.m. on the closing day. If additional information is needed, contact the Receptionist at 503-255-1841 between M-F, 8:00 am - 5:00 pm. You will receive a postcard when the Recruitment Office has received your completed application. Applications will not be faxed to applicants.

INTERVIEW AND SELECTION PROCESS: Evaluation of applications will be completed as soon after the closing date as possible. Due to the large number of applications for most positions, it may not be possible to interview every applicant. If you are selected for interview you will be notified by telephone within 10 working days after the application deadline. If you are interviewed and selected to fill the vacancy, you will be contacted by telephone. If you are interviewed and not selected, you will receive written notification when the position has been filled.

FINAL CANDIDATES: Under the Immigration Reform & Control Act of 1986, you will need to present verification of your identity and right to work in the USA on your first day of employment. Also, if you are accepting a position where you will be in contact with children, you will be finger printed for clearance through the Oregon State Police and by the Federal Bureau of Investigation. The cost to you for MESD to process your finger print cards is \$65.00. Costs for finger printing vary depending on where finger printing is done. If you are accepting a position where you will not be in contact with children, a criminal record check on you will be completed through the Department of Education. The cost to you will be \$8.00.

JOB TITLE: Licensed Practical Nurse

REPORTS TO: Supervisor,
Department of School Health Services

POSITION PURPOSE:

Perform specialized support services as a Licensed Practical Nurse. The position assists in carrying out assigned nursing tasks, activities, promotes student safety and well being, and reinforces classroom programs.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries no administrative authority or responsibility.

ESSENTIAL JOB FUNCTIONS:

1. Implement nursing care according to established priority of needs and according to standards of nursing practice.
2. Confer with Registered Nurse, teachers and other colleagues to plan day-to-day routines, programs, and special projects to integrate educational assistance duties with specialized care or outreach programs
3. Perform MESD program related activities and student health management implementing the School Health Services section of the Individual Education Plan.
4. Integrate specialized services with other duties and when appropriate, guide individual or small groups in educational and social activities; assist with class work and assignments, and help monitor student activities in the classroom and other locations.
5. Give input into Student Health Management Plan. Assist teachers in reviewing student work and programs.
6. Perform instructional support tasks such as documentation of nursing records, or preparing health records, assessing children's health, or keeping educational data.
7. Coordinate student and program activities with other educational and State agencies, perform administrative record keeping functions, and conducts home visits.
8. Implement program adopted crisis prevention intervention strategies to include the use of de-escalating procedures and physical interventions to avoid injuries.
9. Use personal safety techniques to avoid exposure and injury to self, students, and other staff.

OTHER JOB FUNCTIONS:

1. Attend workshops, staff development classes, and other meetings.
2. Maintain portable office or specialized nursing/medical equipment.
3. Perform other related duties as assigned.
4. Adhere to school building, district and MESD policies and procedures.

WORKING CONDITIONS:

Work is performed primarily in an office, home and classroom environment; involves sitting, walking, and may involve frequent lifting up to 30 pounds with occasional lifting of more weight; and requires use of vehicles and attendance at evening meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Follow through on assigned health student management plans and classroom assignments and maintain effective working relationships with teachers, educational assistants, and other MESD personnel.
- Conduct specialized assessments, recognizes urgent health problems, and refers to Registered Nurse.
- Listen, make sound emergency or crisis decisions, and effectively work with students in high stress environments.
- Good basic problem solving with effective verbal and written communications skills.
- Understand and execute oral and written instructions, policies and procedures.
- Demonstrated ability to physically perform assigned duties using one or two person lifting technique.
- Successfully complete annual CPI/OIS and other re-certification as determined by the assignment.
- Posses a valid driver's license and vehicle available for use on the job.
- Possess a valid License to practice as a License Practical Nurse in Oregon.

EDUCATION AND EXPERIENCE:

High school diploma or G.E.D., valid Oregon License to practice as a Licensed Practical Nurse, and recent experience (within the last five years) working in a hospital or community/home health clinical setting with patients/clients who exhibit chronic or technology-supported health problems

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYMENT HISTORY:

List below your work and military experience, paid or unpaid, beginning with your present or most recent job. Describe each job separately, emphasizing your specific tasks and supervisory, technical or other responsibilities. If you do not feel that the space provided for DUTIES is adequate, please attach additional sheets. **PLEASE COMPLETE SECTIONS/ITEMS WHETHER OR NOT YOU SUBMITTED A RESUME. If this section is not completed, your application will not be processed. Be sure to read and sign the bottom of page 3 of 3.**

Present or Last Position	EMPLOYER	ADDRESS	FROM _____ (Month) (Year) TO _____ (Month) (Year) # OF HOURS/DAY _____ # OF DAYS/YEAR _____
	YOUR TITLE	SUPERVISOR'S NAME & TELEPHONE	
	DUTIES (be specific)		
	IF PRESENT EMPLOYER, MAY WE CONTACT?	REASON FOR LEAVING	
	Yes No		
	EMPLOYER	ADDRESS	FROM _____ (Month) (Year) TO _____ (Month) (Year) # OF HOURS/DAY _____ # OF DAYS/YEAR _____
	YOUR TITLE	SUPERVISOR'S NAME & TELEPHONE	
	DUTIES (be specific)		
	REASON FOR LEAVING		
	EMPLOYER	ADDRESS	FROM _____ (Month) (Year) TO _____ (Month) (Year) # OF HOURS/DAY _____ # OF DAYS/YEAR _____
	YOUR TITLE	SUPERVISOR'S NAME & TELEPHONE	
	DUTIES (be specific)		
	REASON FOR LEAVING		

EMPLOYER	ADDRESS	FROM _____ (Month) (Year)	
YOUR TITLE	SUPERVISOR'S NAME & TELEPHONE		
DUTIES (be specific)			TO _____ (Month) (Year)
			# OF HOURS/DAY _____ # OF DAYS/YEAR _____
REASON FOR LEAVING			

EMPLOYER	ADDRESS	FROM _____ (Month) (Year)	
YOUR TITLE	SUPERVISOR'S NAME & TELEPHONE		
DUTIES (be specific)			TO _____ (Month) (Year)
			# OF HOURS/DAY _____ # OF DAYS/YEAR _____
REASON FOR LEAVING			

PROFESSIONAL REFERENCE: Please give the name of three persons not related to you, with whom you have had a professional relationship for at least one year.

NAME/COMPANY	HOW DO YOU KNOW
TELEPHONE	YEARS YOU HAVE KNOWN
NAME/COMPANY	HOW DO YOU KNOW
TELEPHONE	YEARS YOU HAVE KNOWN
NAME/COMPANY	HOW DO YOU KNOW
TELEPHONE	YEARS YOU HAVE KNOWN

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize Multnomah Education Service District to make any necessary and appropriate investigations to verify the information contained herein and to do employment reference checks.

SIGNATURE: _____ DATE: _____

All application materials submitted become the property of MESD
 SEND APPLICATION, CRIMINAL RECORD CONSENT, AFFIRMATIVE ACTION FORM AND ANY OTHER MATERIALS REQUESTED TO:

MULTNOMAH EDUCATION SERVICE DISTRICT
 Attn: Receptionist
 11611 NE Ainsworth Circle
 P.O. Box 301039
 Portland, OR 97294-9039

PHONE: 503-255-1841
 FAX: 503-257-1620

Please answer questions completely whether or not you submit a resume. Incomplete responses will result in your application not being processed.

1. Do you hold a current license as Licensed Practical Nurse with the State of Oregon? Yes No
License number: _____

2. Do you have experience with specialized educational support programs or medically fragile children age 0-21 either in a group home or extended care facility (i.e. nursing home)? Yes No

Begin/Ending Dates	Location	Position Held	Description of Duties

3. Do you have the ability to follow through on assigned student health management plans and classroom assignments and maintain effective working relationships with teachers, educational assistants, and other MESD personnel? Yes No

If yes, give examples of how you have used this ability on-the-job:

4. Do you have the ability to conduct specialized assessments such as recognize urgent health problems and refer to Registered Nurse assigned to the classroom? Yes No

If yes, give examples of how you have used this ability in an on-the-job situation:

5. Do you the ability to listen, make sound emergency or crisis decisions, and effectively work with students in high stress environments? Yes No

If yes, describe your skills in these areas:

6. Do you have good basic problem solving skills with effective verbal and written communication skills and the ability to understand and execute oral and written instructions, policies and procedures? Yes No

If yes, describe the following as you execute oral and written instructions, policies and procedures:

Problem solving skills:

Verbal communication skills:

Written communication skills:

I hereby certify that this application contains no misrepresentations or falsifications and that the information is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize the Multnomah Education Service District to make any necessary and appropriate investigations to verify the information contained herein and to do employment reference checks.

Signature: _____

Date: _____



**NOTICE OF CRIMINAL RECORDS CHECK – Fingerprints
(Application for employment)**

An application for employment is subject to a criminal records check, which may include fingerprint collection where appropriate, as required by law and MESD Board Policy. An applicant’s refusal to consent to a criminal records check, including fingerprint collection, will cause MESD to withdraw an offer of employment.

An applicant, who would otherwise be subject to fingerprint collection, may be exempt from the requirement where the applicant has successfully completed a criminal records check, which included fingerprint collection, under ORS 326.603 and has continuously resided in Oregon since completion of that records check. An applicant, who claims an exemption, has the burden to provide MESD with evidence which supports the exemption. Any fees associated with the criminal records check, including fingerprinting, shall be the responsibility of the applicant. Such fees shall be paid at the time the criminal records check is collected.

The Oregon Department of Education (ODE) will review the fingerprint-based criminal records check, and notify MESD if a person may be employed. A person is not employable where ODE determines that the person has been convicted of a crime listed in ORS 342.143 or in OAR 581-22-716(9), or has made a false statement about the conviction of a crime. Where ODE notifies MESD that person is not employable, MESD will immediately terminate the employment. The person may appeal ODE’s determination to the Oregon Superintendent of Public Instruction as a contested case under ORS 183.413 to 183.470.

I have read and understand the above information.

Signature of Applicant _____

Date _____