



# Licensed Practical Nurse

Position Reports To: Nurse Carol Moore

[www.cebde.org](http://www.cebde.org)

## POSITION SUMMARY

The Community Education Building (CEB), in collaboration with Kuumba Academy Charter School and Great Oaks Charter School is seeking a Licensed Practical Nurse to work under the supervision of a Registered Nurse in the care of those students and staff who are vulnerable or may have symptoms of COVID-19.

The CEB, Great Oaks Charter School and Kuumba Academy Charter School thrive to ensure the academic success of our students and to maintain the health and safety of students, families and staff during the unique circumstances surrounding the COVID-19 pandemic. Great Oaks Charter School serves students in grades 6-11 and Kuumba Academy Charter School serves students in grades K-8.

We are in search of a dedicated, compassionate, and caring individual who will assess and monitor symptoms, educate, and provide reassurance to staff and students who are in need of isolation while awaiting to be picked up to go home.

## KEY ROLES AND RESPONSIBILITIES

- Work under direct supervision of a Registered Nurse and communicate directly with the Registered Nurse regarding the care of staff and students.
- Assess all staff members and students who are referred to the clinical room for COVID-19 symptoms.
- Interview all staff members and students who are referred to the clinical room for COVID-19 symptoms.
- Contact the appropriate COVID-19 Coordinator regarding all referrals and presumptive symptomatic COVID-19 cases.
- Support the appropriate COVID-19 Coordinator and DPH to follow up with symptomatic individuals.
- Monitor vital signs, including temperature, blood pressure, respiration, and heartrate.
- Continuously observe and monitor staff and student health while they are present in the clinical room.
- Provide education and instructions regarding testing, quarantine, and isolation requirements.
- Provide reassurance, comfort, and encouragement to staff and students.
- Collaborate with physicians' offices, families, parents, and appropriate COVID-19 Coordinator as needed.
- Maintain proper medical documentation within scope of practice of Licensed Practical Nurse.
- Maintain adequate inventory of medical supplies.
- Maintain Standard Precautions and Infection Control of the room.
- Help coordinate student and staff referrals with the Registered Nurse.
- Administer routine medication as needed.
- Advocate for staff and students.

## QUALIFICATIONS

- Maintain current and thorough knowledge of restrictions and recommendations of DPH, CDC, as well as school and CEB policies and procedures related to COVID-19.





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- Infection control knowledge
- Patience, caring demeanor, compassion, kindness, and empathy
- Critical thinking skills
- Communication skills

## REQUIREMENTS

- Current licensure in Delaware.
- Current BLS certification

This position description is not intended to be all-inclusive, and the successful candidate should expect to perform related duties as assigned by the supervisor.

## EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

## TO APPLY

Please email a cover letter and resume to Aryn Barreiro at [abarreiro@cebde.org](mailto:abarreiro@cebde.org) or 1200 North French Street, Wilmington, DE 19801, Attention: Aryn Barreiro.

