



Pacific Asian  
Consortium  
in Employment

## REQUEST FOR QUALIFICATIONS **Licensed Vocation Nurse Consultant**

### Introduction

PACE Education Program provides high quality early childhood education and support services for children aged 0-5 years old children for economically disadvantaged families. In addition to early childhood education, the program also provides health, nutrition, mental health, and parent empowerment/involvement services. This program is funded and operated under Early Head Start, Head Start, State Preschool, and California Community Care Licensing guidelines and regulations.

PACE ECE currently operates 14 pre-school centers serving 1,000 children each year in the metro Los Angeles and South Bay area and 206 children ages 0-3/pregnant women are served through our Early Head Start program.

PACE ECE is seeking qualified consultants to provide School Nurse Services for the Early Head Start and Head Start programs for Program Year 2018-19.

### Position Responsibilities

- Review health/dental documents, tuberculosis, and immunization records for completion and assess the need for referral or follow-up, as necessary.
- Assist and support the Health Unit (composed of the Health Coordinator in providing staff training.
- Serve as a resource for PACE ECE staff in addressing the medical needs of children.
- Conduct school readiness health trainings for parents.
- Develop Individualized Health Plans (IHPs) for children with medical conditions.
- Communicate with healthcare providers in obtaining results and follow-up for medical referrals.
- Conduct health trainings for parents and PACE Staff.
- Assist in linking families to community healthcare resources to ensure continuity of health and dental care.
- Other duties assigned by Health Coordinator.

### Qualifications

Consultants providing service must meet the minimum qualifications:

- Certified Licensed Vocational Nurse (Current and Valid)
- Verification of TB Clearance and Physical Exam at time of employment (issued within 60 days prior to employment)



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- Provide proof of the following immunizations as required: Measles, Pertussis (Whooping Cough) and Influenza.
- Live Scan Clearance that includes sex offender registry check , child abuse and neglect state registry index, state criminal history index, including fingerprints, FBI criminal history index , including fingerprints
  - Must have use of an automobile with adequate insurance coverage
  - Must have a valid California Drivers License
  - 2-3 years of nursing experience in community health and/or nursing administration and supervision. Prior Head Start experience preferred.
  - Knowledge and interest in child and family mental health care that includes preventative and early intervention.
  - Experience in maternal/child mental health.
  - Excellent communication skills and demonstrated ability to work with computers and Excel. Knowledge of ChildPlus preferred.

To be considered as a consultant with PACE, please submit the following:

1. Letter of interest
2. Qualifications and services to be provided
3. Hourly rate

This is an on-going opening.

All interested parties must submit documents to PACE Education , Attention: Emy Santos-Martin, Assistant Director of Direct Services at 1055 Wilshire Blvd, Suite 1701, Los Angeles, CA 90017. Email: [emartinl@pacela.org](mailto:emartinl@pacela.org).