

REQUEST FOR QUALIFICATIONS
Registered Nurse Consultant

Introduction

The 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 education, the program also provides health, nutrition, mental health, disabilities, 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 Education currently operates 15 preschool centers serving approximately 600 children aged 18 months – 5 years each year in the metro Los Angeles and South Bay areas. In addition, PACE serves over 100 children aged 0-3 years and expectant families through our Early Head Start home-based program.

PACE Education is seeking qualified consultants to provide School Nurse Services for the Early Head Start and Head Start programs.

Position Responsibilities

- Conduct 90-Day Reviews of children’s files containing 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 Clinical Health/Nutrition Administrator, Community Health/Nutrition Manager, and Licensed Vocational Nurses) in pre-service training.
- Conduct TB risk assessments of children when needed.
- Serve as a resource for PACE Education staff in addressing the medical needs of children.
- Develop Individualized Health Plans (IHPs) for children with medical conditions and/or medications.
- Review IHPs developed by Licensed Vocational Nurses, approve and sign before the IHP is sent to the site.
- Communicate with healthcare providers in obtaining results and follow-up for medical referrals.
- Conduct IHP and medication training for parents and PACE Staff when the expertise and credentials of an RN are required.
- Assist in linking families to community healthcare resources to ensure continuity of health and dental care.
- Assist with PIR data review throughout the program year.
- Other duties assigned by Clinical Health/Nutrition Administrator within the scope of the position.

Qualifications

Consultants providing service must meet the minimum qualifications:

- Licensed as a Registered Nurse with the California Board of Registered Nursing.
- CPR Certification and Red Cross First Aid certification are required.
- Complete ChildPlus Health Module training hosted by LACOE
- Consultant’s business insurance must be willing to include PACE as additional insured
- Verification of TB Clearance and Physical Exam at time of employment (issued within 60 days prior to employment) and updated every four (4) years.
- Provide proof of the following immunizations is required: Measles, Pertussis (Whooping Cough), Influenza (annually), and COVID-19.

- Live Scan Clearance that includes sex offender registry check, child abuse and neglect state registry index, state criminal history index, including fingerprints, and FBI criminal history index, including fingerprints
- Must have reliable transportation to get to PACE Administrative Offices and school sites

Knowledge and Skills

- One (1) or more years of professional and technical nursing experience providing, coordinating, and administering care, and referring patients for appropriate services. Experience in community health and/or nursing administration and supervision and prior Head Start experience preferred.
- Knowledge, interest, and experience in child and family health care that includes preventative and early intervention.
- Excellent communication skills and demonstrated ability to work with computers (i.e., Microsoft Office, ChildPlus, etc.).
- Availability Monday through Friday, between the hours of 8:00AM and 5:00PM
- Bilingual in English and Spanish highly desired

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

1. Letter of interest
2. Qualifications and services to be provided, including a current resume
3. Proposed Hourly rate and weekly/monthly availability (days, times, etc.)
4. Sole Proprietorship Business Name, if applicable
5. Federal Taxpayer Identification Number, if applicable

This is an on-going opening. All interested parties must submit documents to PACE Education Clinical Health/Nutrition Administrator, Kylene Corpus at 1055 Wilshire Blvd, Suite 1701, Los Angeles, CA 90017. Email: kcorpus@pacela.org.