

Vocational Nurse (8917C) University Health Services  
81111  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262817>

Downloaded On: Sep. 22, 2025 3:03pm

Posted Sep. 22, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Vocational Nurse (8917C) University Health Services 81111
<b>Department</b>	University Health Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 22, 2025
<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 Services
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**Job Description**

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**Vocational Nurse (8917C) University Health Services 81111**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

UC Berkeley's University Health Services (UHS) is a comprehensive college health service providing fully accredited, primary medical care, counseling and psychological services, and innovative health promotion programs for students, faculty, and staff. UHS provides on-campus medical care and coordinates supplemental needs for off-campus care through a network of community specialists and hospitals. UHS manages the student health insurance and workers' compensation insurance programs.

Approximately 65,000 visits occur annually including Primary Care, Urgent Care, Occupational Health and Specialty Clinics. Services are designed to minimize the impact of illness, emotional distress and injury on studies and work. Coupled with health promotion and public health programs, UHS reaches all segments of the Berkeley campus community.

Learn more by visiting the [UHS website](#), our [strategic plan](#), and our [UHS values](#).

### Application Review Date

The First Review Date for this job is: 10/1/25. This job will remain open until filled.

### Responsibilities

The LVN will function as support staff to our Medical Services in multiple departments: Primary Care, Urgent Care, Travel/Immunization. Per physician orders or specific standing orders, the LVN will perform phlebotomy, EKG, fit and apply orthopedic supplies, administer vaccines, and IV starts within the LVN scope of practice and with appropriate and valid certification. In addition, the LVN will room patients, obtain vital signs, check visual acuity using Snellen chart, and act as a patient attendant. The

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LVN assist clinicians with direct bed-side procedures, perform sterile field set-up, and support and monitor patients during and after procedures. Will assist clinicians during ultrasound, ultrasound set up, and other functions as needed. Will processes contaminated instruments, prepare packs for sterilization and sterilize equipment as needed and per infection control guidelines.

LVN must demonstrate critical thinking and the ability to prioritize tasks. Will be expected to analyze, anticipate and escalate issues related to patient care and safety, conduct patient chart review. Must provide excellent customer service and communicate with staff, patients, community providers, and insurance representatives in a courteous, professional and timely manner. Must allocate time for special program responsibilities which must be balanced with clinic operations.

The LVN must be proficient with using an electronic health record, email, familiarity with word processing programs, knowledge of tracking systems and related patient care protocols, and demonstrate effective written communication. Administrative tasks may include inventory, reorder and restock of office and clinic supplies. Enter requests for IT and facilities support. Maintain a calendar of equipment maintenance and schedule or perform maintenance on equipment as indicated. Provide general support related to patient care needs and patient information, such as referrals, lab and radiology orders, request medical records, verify insurance, obtain insurance authorization, and fax authorization to the clinical practice where services are rendered. The LVN may be assigned tasks to assist with provider in-boxes and help address messages from patients, answer telephones, field questions, take clear and accurate messages and refer to appropriate personnel as required to meet patient needs.

The LVN will support staff to ensure infection control practices align with UHS policy, which may include support of an infectious disease response plan. The LVN will participate in staff meetings and stay abreast of current issues, help maintain posted communications to be current and aligned with UHS, actively participate in relevant and assigned UHS committees or workgroups as well as in discussion of problem identification and resolution, request and accept constructive feedback.

Other duties as assigned

## **Required Qualifications**

### **Education**

- High School Diploma, GED, or equivalent
- Completion of an accredited vocational nurse program

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### Licenses and Certification

- Current Vocational Nurse License
- BLS certified

### Knowledge, Skills and Abilities

- Must have completed an accredited vocational nurse program
- Must be BLS certified and capable of performing CPR
- Knowledge of immunization schedules and injection administration techniques
- Knowledge of fundamentals of asepsis and sterile techniques, basic bacteriology and infection and disease control
- Must have full competencies completed and checked off by an official trainer to be able to receive and perform assignments
- Must demonstrate advanced knowledge of medical terminology and how to utilize resources
- Must have at least 2 years of experience working with physicians, nurses, and patients in a medical back-office setting and have the ability to manage simultaneous tasks.
- Must be able to work independently, identify and execute priorities, complete tasks in a timely manner
- Must show respect for patients with diverse cultural backgrounds and lifestyles
- Must have the ability to maintain confidentiality, sensitivity and respect patient privacy
- Must comply with FERPA and HIPAA regulations
- Must have well-developed people skills and the ability to remain calm under pressure
- Must have excellent verbal and written communication skills
- Must have the ability to understand and follow written protocols for patient care
- Must have skills to participate as a team member in a highly collaborative work environment
- Must be able to perform required clinical duties that may require manual dexterity and visual and auditory acuity
- Must have experience in using office software such as MS Office Suite (calendar, email, spreadsheets)

### Preferred Qualifications

- CPT/Phlebotomy certification
- IV certification

### Salary & Benefits

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For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted hourly range that the University reasonably expects to pay for this position is Step 1 \$45.15 - Step 6 \$49.94
- This is a 80%, full-time (32 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

### How to Apply

To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.
- This position is governed by the terms and conditions in the agreement for the Patient Care Technical Unit (EX) between the University of California and the American Federation of State, County, and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ex/index.html>.
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

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### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

### **Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

### **Contact Information**

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

#### **Contact**

N/A

University of California, Berkeley

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