

# JOB DESCRIPTION



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| <b>JOB TITLE:</b>  | Assistant School Nurse                             | <b>Exempt</b> |
| <b>DATE:</b>       | Academic Year 2021-2022                            |               |
| <b>DEPARTMENT:</b> | Health & Community Wellness (Campus Life Division) |               |
| <b>REPORTS TO:</b> | Director of Health Services                        |               |

**SUMMARY:** Professional nursing work that involves the care and treatment of students at a residential high school during school and out-of-school hours. Nursing services are rendered within the framework of school policies and regulations. Duties are performed with a fair amount of autonomy, but under the general supervision of a higher-level nurse or administrative supervisor.

## **MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Assess and evaluate the health and developmental status of adolescents.
- Promote and maintain health and well-being of students, families, and school personnel by teaching and counseling.
- Provide counseling to students to assist them in making decisions regarding their health and healthy behaviors.
- Works with dorm counselors in response to residential students' needs for medical attention.
- Observes and reports symptoms and conditions of patients.
- Administers prescribed medical treatments, medications, and first aid.
- Prepare reports or record clinical information on patient care, reaction, and behavior.
- May instruct or advise dorm counselors and professional nursing care personnel. May perform some duties of the supervisor in his/her absence.
- Serve as guardian for students' medical decisions and/or advocate for students' medical or psychological needs.
- Accompany students to emergency services.
- Attends nursing education workshops, courses, and programs as required.
- May also serve as a member of the school's advisory program providing direction and guidance to students on a range of social, emotional, and academic issues
- Performs related work as required or as needed by the Campus Life Division

The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.

## **MINIMUM REQUIREMENTS:**

- RN license required. AED, CPR certified (adult and child). Graduation from an accredited school of nursing with three years' experience (minimum). Knowledge of pediatric medicine preferred. Possession of, or eligibility for registration as a professional nurse in Vermont.
- Working knowledge of recent developments in the field of nursing, including psychological and physical needs of patients
- Must have a car and a Vermont driver's license
- Preference given to candidates who live within a 30-minute commute to the campus
- Apprentice Addiction Professional Certification valued asset, but not required

## **ESSENTIAL PHYSICAL FUNCTIONS:**

- Duties are performed in school settings, including playing fields and dormitories (some not accessible).
- Assignments may involve a variety out-of-school-time shifts.
- Direct interaction with students may pose some potential of physical harm from unpredictable behavior.
- Ability to lift and turn patients may be required, as in an emergency room.

**EQUIPMENT USED:**

Defibrillator, first aid equipment and materials, blood pressure cuff, crutch training. Must carry a pager.

**TIME COMMITMENT:**

Follows the academic year

Schedule set by Director: Typically, Monday- Friday 9:00am-6:00pm

Scheduled for up to ten on call weekends during the Academic Year, as scheduled by the Director of Health Services. On call weekends begin on Friday at 3 PM till Monday 7AM.

Required to be on campus for medication distribution throughout the duty weekend.

**ADDITIONAL QUALIFICATIONS:**

- Excellent organizational, written, and verbal communication skills
- Excellent interpersonal skills and ability to work with diverse populations and groups
- Ability to establish and maintain effective working relationships.
- Clear self-starter, yet a team player who believes in the importance of collaboration
- Excellent on-the-spot problem-solving skills
- Flexible to meet varied task and time-related demands of the job

To carry out the student wellness goals there are expectations of **knowledge, skills, and abilities**. These include:

- patience and sensitivity to differences in ability, culture, and other needs
- modeling and teaching good problem-solving behaviors
- providing a safe, nurturing, and respectful environment
- maintaining a professional relationship with families and school personnel
- preserving confidentiality with information about students and their families

When working with students, there are additional expectations:

- to enjoy being a positive force in a young person's growth and development
- to be aware of and report to program staff any signs that suggest concern for a student's health or safety, especially those that may indicate abuse or neglect

**RESPONSIBLE TO:**

Director of Health Services

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

***WORKING ENVIRONMENT:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school/classroom or office environment. The noise level in the work environment is usually moderate.

***BACKGROUND CHECK AND FINGERPRINTING:***

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.