



JOB POSTING PART TIME NURSE

Bishop Dunne Catholic School is seeking a dedicated nurse to work three (3) days a week during the school year. The position will begin as soon as possible.

Hours of Operation: Part-time - three days a week; 7:45 a.m. to 3:45 p.m. on school days. Some additional Professional Development Days required.

Job Requirements:

The candidate will be a dedicated professional who understands the demands of nursing in a school setting.

Qualifications:

- Bachelor of Science in Nursing (BS or BSN) from an accredited university
- Pediatric experience preferred (Care of Bishop Dunne students and staff)
- Current license to practice nursing in the State of Texas (Registered Nurse)
- Current
 - o CPR/BLS Instructor Certification
 - o Hearing/Vision Certification through the State of Texas
 - o Scoliosis Certification through the State of Texas
 - o Acanthosis Nigricans screening certification from the University of Texas Border Health Office.

Responsibilities (to be shared with another part-time nurse):

- Maintain school health program according to the nursing standards of practice and the Diocese of Dallas policies and procedures, and FERPA (Federal Education Rights and Privacy Act).
- Collaborate with other school professionals, parents, caregivers, and members of the community as needed.
- Assist staff and students to optimal wellness by referral to agencies as indicated (doctors, clinics, hospitals, CHIP, Medicaid, sight for students, charity care, etc.) and by offering health education programs.
- Provide annual bloodborne pathogen training and required documentation.
- Coordinate infection control measures for the school.
- Assist with Crisis Management Plan and Procedures according to Diocese of Dallas and school plan.
- Certify/recertify faculty, staff, and coaches in Adult/Child/CPR/AED every two years.
- Maintain all student health records (computerized and paper) according the Diocese of Dallas policy.
 - o Maintain up to date immunization records as required by the State of Texas.
 - o Maintain log of all student visits to the clinic.
- Dispense/store student medications according to state laws, Diocese of Dallas, and school policy.



- Attend to ill students and determine course of action including communication with parents/guardian as needed.
- Order and maintain adequate supplies for the clinic.
 - Maintain First Aid Kits in the school buildings and on school buses.
 - Monthly monitoring of AEDs to assess each is in working order.
- Maintain yearly record of completed physicals for coaching staff.
- Perform/Document on/before deadline annually:

All candidates must be able to pass background checks and comply with the Diocese of Dallas Safe Environment Program.

Qualified candidates please send cover letter, resume, college transcripts and license to Anna Lee Friesen, Human Resources, at hr@bdcs.org.

Bishop Dunne Catholic School is an Equal Opportunity Employer. Bishop Dunne Catholic School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.