



STEVENSON

Job Title:	School Nurse, Lower and Middle Divisions
Department:	Health Center
Reports to:	Dean of Student Programs and Activities
Job Status:	Full-time
Work Schedule:	Monday - Friday, 7:00am – 4:00pm

POSITION SUMMARY

Reporting to the dean of student programs and activities, the school nurse is charged to intervene with actual and potential health problems; provide case management support; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning. In the present context of the COVID-19 pandemic, the school nurse also assumes a leading role in the School's commitment to protecting the health and wellbeing of the Carmel Campus learning community.

The school nurse provides direct care to students for injuries and acute illness and also supports students with special health care needs. Responsibilities include:

- assessment and treatment within the scope of professional nursing practice
- communication with parents
- referral to physicians
- provision or supervision of prescribed nursing care
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In consultation with students' families and pediatricians, the school nurse helps to manage individualized health care plans for students with chronic conditions, and when appropriate, emergency plans to manage potential emergent events in the school setting (e.g., diabetes, asthma). The school nurse is responsible for communicating guidance about such plans to appropriate school personnel.

ESSENTIAL DUTIES, CAPACITIES AND QUALITIES

Essential Duties

- Triage, respond to and treat acute illnesses and injuries
- Initiate and provide emergency care
- Coordinate care plans among student, student's doctor, parents, and School for students needing higher level of care.
- Medication management, administration, and documentation (through MAGNUS online platform)
- Promote student health and wellness by participating in educational programs

Essential Capacities and Qualities

- Ability to analyze emergency situations accurately and take prompt action.
- Provide care for crisis intervention, acute illness, injury, and emotional concerns.

- Working knowledge of applicable state and federal laws and regulations pertaining to registered nursing.
- Proven ability to collaborate and communicate well with others.
- Strong interpersonal and relationship-building skills.
- Ability to apply good clinical judgment.
- Ability to maintain confidentiality.
- Ability to multi-task and work effectively in a fast-paced environment.
- A commitment to ongoing professional development.

POSITION QUALIFICATIONS

- The candidate must be able to work collaboratively as part of a team and make decisions independently. Working well with adolescents and strong assessment skills are required. Ability to multi-task and work effectively in a fast paced environment. Highest standard of professionalism and ability to maintain confidentiality.

SKILLS AND ABILITIES

Education: Bachelor's degree

Experience: Three to five years of full time experience with a preference for those who have worked in a school based or adolescent practice. New Graduate RN applications will be considered.

Computer Skills: Knowledge of Microsoft Office (especially Word and Excel) and Google.

Certificates & Licenses: Current license to practice in California.

PHYSICAL DEMANDS

Physical Demands *Select from list below for each* **Lift/Carry**

		10 lbs or less	F
Stand	F	11-20 lbs	F
Walk	F	21-50 lbs	F
Sit	F	51-100 lbs	O
Handling / Fingering	F	Over 100 lbs	O
Reach Outward	F		
Reach Above Shoulder	F	Push/Pull	
Climb	P		
Crawl	P	12 lbs or less	F
Squat or Kneel	F	13-25 lbs	F
Bend	F	26-40 lbs	F
		41-100 lbs	O

For physical demand, select one of the following descriptors.

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

Work is performed primarily in office during day and night shifts. Work is often performed in emergency and stressful situations. The noise level in the work environment is usually moderate.

Additional Information

- Interested candidates should provide a cover letter stating interest in the position, a resume, and three supervisory references from recent employment. Please send materials to careers@stevensonschool.org.
- The essential functions and skills have been included but should not be considered as an exhaustive list of all functions, responsibilities, skills, duties, etc. Additional responsibilities and requirements may be assigned as deemed appropriate.
- The ideal candidate would possess as many of the attributes and have as much of the desired experience as listed.
- The School is a tobacco free environment and an equal opportunity employer.
- Stevenson is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.