

**POSITION:****Nurse Officer****CAMPUS/DIVISION:****School-Wide/Nurse Office****REPORTS TO:****Health Officer****PURPOSE:**

The Nurse Officer will assist the Health Officer in providing medical assessment and treatment for all school communities at Jakarta Intercultural School.

QUALIFICATIONS

1. Indonesian citizen
2. Bachelor's degree in nursing or other health-related fields
3. Valid license to practice as a registered nurse
4. Minimum of 2-year experience within the last five years in school nursing
5. Demonstrated leadership skills reflect a variety of problem-solving strategies
6. Demonstrated skill in the organization of ideas and resources
7. Demonstrated effective human relation skills that include the ability to listen to and accept differing opinions, ability to manage and resolve conflict, and ability to respond tactfully
8. American Red Cross (or equivalent) CPR/AED/First Aid Certification
9. Demonstrated flexibility and adaptation to change
10. Demonstrated effective written and verbal communication skills, both in English and Bahasa.
11. Willing to work outside regular school hours or weekends.
12. Demonstrated ability to treat sensitive issues in a confidential manner
13. Relates to colleagues and families with sensitivity, respect, and confidentiality
14. Able to work independently and collaboratively in a dynamic multicultural environment
15. A clear commitment to Child Protection, Diversity, Equity and Inclusion, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Provides medical assessment and treatment for all staff and students and also offers medical emergency treatment for all school community (drivers, security, nannies, cafeteria staff, parents, cleaner, and daily workers)
2. Controls Immunization Records and contributes to tuberculosis screening and immunization, such as flu vaccines, hepatitis, typhoid, etc. for students, staff, and families
3. Collaborates with parents to arrange daily and or emergency medications for students
4. Provides assessment to students for vision, hearing, and scoliosis and notifies staff and parents if there is any medical concern
5. Provides first aid supplies and support for special events and standby 24 hours for the overnight field trip
6. Consults and collaborates with parents, teachers, school administrators, and community health or social service agencies to address student health problems and plan health services



7. Provides medical assistance standby for after school activities, collaborates with campus supervisor, community liaison, and coaches
8. Provides medical supervision and conducts “Contact Tracing” process during COVID-19 situation
9. Keeps Inventory of nursing supplies and equipment
10. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating well with others, and Reflecting
11. Performs other related duties and assuming other responsibilities as assigned by the Health Officer, including, and not limited to participation in class/School’s activities or events, attendance of workshops organized by JIS

TO APPLY

Interested qualified candidates, please send your cover letter, resume, and 3-5 list of professional references to recruitment@jisedu.or.id.