



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

SCHOOL NURSE

Job Summary: The school nurse facilitates positive student responses to normal development; promotes health and safety; intervenes with actual and potential health problems; and actively collaborates with the school community to promote the healthy physical, mental, and emotional development of the young men at U of D Jesuit.

The school nurse acts as a care provider, advocate, manager, and educator. The school nurse collaborates with other education and health care professionals to provide optimal school nursing care to the school community within the scope of the Jesuit philosophy of *cura personalis*, the care of the individual student.

The school nurse assists the school in navigating the ongoing COVID pandemic. The nurse monitors overall COVID positivity numbers, reports to local health departments, and monitors pandemic recommendations and mandates coming from public health departments.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Procedures:

Submit cover letter, resume, and a completed non-teaching application form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) to Jobs@uofdjesuit.org.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Employment Category: Part-time, Non-exempt, 10-month

Work Schedule: Monday-Friday, 9:00 a.m. to 2:00 p.m., August thru May

Reports to: Assistant Principal for Student Affairs

Compensation: Commensurate with qualifications and experience - ranging from \$28.00-\$30.00 per hour. Full benefits package also included.

Duties and Performance Responsibilities:

Instruction

- Acts as a resource and specialist in health issues.
- Provides staff in-service programs on health topics.
- Provides health related classroom instruction in conjunction with P.E./Health instructors.

Administrative Support

- Encourages and supports a comprehensive school health program.
- Collects and analyzes school health information and makes recommendations based upon statistical data.
- Works with the Director of Safety and Security in an injury prevention program to facilitate school safety.
- Assesses the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (MiOSHA) guidelines, implementing the Bloodborne Pathogen Control Plan and other interventions as indicated.
- Establishes a communicable disease prevention and control program in cooperation with local and state public health agencies.
- Manages student health records.
- Establishes and manages health screening programs.
- Identifies implications of health-related school policies.
- Participates in the development of health-related policies and procedures in compliance with state mandates and current health practices.
- Coordinates with the athletic trainer the expectations for student-athletes with sports related injuries.

Clinical Practice

- Makes professional judgment in critical and life-threatening situations.
- Provides direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems, making referrals for diagnosis and treatment, recommending educational modifications, providing follow-up and evaluation, and maintaining appropriate documentation.
- Observes students for symptoms, side effects and reaction to medicines, injuries or other health-related problems.
- Counsels students about their health problems.
- Provides health information and counseling for students, parents, and staff including health related classroom instruction.
- Develops a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
- Provides screening and follow up for deficits in vision, hearing, growth and development, and other physical deficits.

- Maintains accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions.
- Employs timely assessment and referrals for suspected abuse/neglect as a mandated reporter.

Health Office Management

- Maintains a user friendly, clean, and organized health services facility conducive to confidential communications and services.
- Purchases and maintains health and MiOSHA supplies and equipment as indicated for the health office and school.

Communication

- Maintains timely communication with administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students.
- Maintains and encourages confidentiality regarding all school and health-related issues.

Professional Development

- Participates as a member of his or her professional school nursing and education organizations and utilizes continuing education opportunities to enhance professional knowledge in both nursing and education fields.
- Participates as an active member of the school community, representing health/wellness.

Other duties and responsibilities as assigned.

Qualifications and Experience:

- Bachelor's Degree in Nursing required.
- Current licensure as a Registered Nurse in the State of Michigan required.
- Prior experience in an educational setting preferred.
- Michigan Professional School Nurse Certification preferred.

Other Skills and Abilities:

- Ability to effectively utilize digital applications and software such as Microsoft Office Suite, Google Drive, Adobe, Zoom, etc.
- Ability to implement policy and procedure.
- Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the Mission of the School.

Physical Working Conditions:

- Must be able to lift light weight objects (1 to 10 pounds) and occasionally lift average weight objects (10 to 20 pounds).
- Prolonged periods sitting at a desk and working on a computer.
- Prolonged periods of standing, reaching, and bending.

Working Environment:

Regular exposure to favorable conditions such as those found in a normal office.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.