



Job Title: Registered Nurse

Department: Health Office

Supervisor: Director of Health Services

Position Overview: The role of the Registered Nurse is to assess student health problems and needs, develop, and implement nursing care plans, and maintain student medical records.

Employment Classification: Full-time, Exempt

Scheduled Days and Hours: Monday – Friday, 2:30-9:30pm (35 hours/week) during the school year, Sunday-Thursday, 2:30-9:30pm (35 hours/week) during the Summer Program

Salary: \$30/hour

Essential Job Functions:

- Reflect the Mission of The Gow School to students, faculty and the community, and adhere to all company policies as listed in the Faculty and Employee Handbooks.
- Exhibit The Gow School's core beliefs, embodied in our Four Pillars of Kindness, Respect, Honesty and Hard Work.
- Collect and store medications, prescribed and over-the-counter, for students. Organize and help maintain student medication under double lock and key system.
- Complete monthly student medication logs. Maintain daily distributed medication log.
- Monitor supply of medications: notify parents of refill needs, contact local pharmacy to refill and/or reorder student's medication, on as needed basis, pick up student medication at local pharmacy.
- Prepare individual doses of medications and deliver to individual students as ordered.
- Pre-pack individual doses of medications for all off-campus trips/athletic events/extra-curricular activities and provide instructions to supervising teacher/coach.
- Perform drug testing as requested by the Dean(s) of Students, and confidentially deliver results.
- Provide immediate care for any injured or ill students, employees, or visitors to campus.
- Determine seriousness of illness/ injury and whether further treatment (on or off campus) is needed. Notify Head of Upper School if transportation for further treatment is needed.
- Schedule physical therapy, doctor, and dentist appointments for students. Notify Head of Upper School if transportation is required to and from off-campus appointments and prepare necessary insurance paperwork to send with student and/or driver.
- Communicate with parents regarding illness, injury, and plan for care, including follow up appointments for illness or physical therapy
- Ensure students are supervised during hospital stays until either discharged or arrival of a family member.
- Monitor and treat student with known chronic conditions. Assess trends of complaints to determine if there is an underlying chronic condition.
- Serve as a resource for faculty/staff regarding health information, discerning reliable sources, and where to go for assistance.



- Act as a role model and supervisor for health assistants.
- Support students and parents by practicing the following:
 - a. Listen to students and treat their concerns with respect;
 - b. Determine fact from fiction and fact from emotion;
 - c. Determine if emotions/attitudes may require the support of the school counselor or a professional mental health provider;
 - d. Communicate concerns with parents and seek permission if outside help is needed;
 - e. Possess a general idea of students' eating habits (i.e. who eats only pasta and peanut butter and then complains of low energy, etc.);
 - f. Be encouraging and supportive, but honest;
 - g. Set standards for care and hold to them;
 - h. Inform student they may struggle but we will not let anything bad happen to them;
 - i. When communicating with parents, stress something positive with each conversation, and
 - j. Be supportive when students experience loss of family member, divorce, death, or whatever feels like a loss to them.

Required knowledge, skills and abilities: Clinical and nursing skills, ability to administer medication, physiological knowledge, exhibit a high level of confidentiality, able to identify and resolve problems in a timely manner. Experience working with children, required. Experience working in a school setting, preferred.

Qualifications: License in registered professional nursing. Certification in CPR/First Aid.