

POSITION: Nurse Officer  
REPORTS TO: Health Officer  
CAMPUS: School Wide/Nurse Office

**PURPOSE**

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

**QUALIFICATIONS, EXPERIENCES & ATTRIBUTES**

- Bachelor's degree in nursing or other health-related fields
- Valid license to practice as a registered nurse
- Minimum of 2-year experience within the last five years in school nursing
- Demonstrated leadership skills reflect a variety of problem-solving strategies
- Demonstrated skill in the organization of ideas and resources
- 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
- American Red Cross (or equivalent) CPR/AED/First Aid Certification
- Demonstrated flexibility and adaptation to change
- Demonstrated effective written and verbal communication skills, both in English and Bahasa.
- Willing to work outside regular school hours or weekends.
- Demonstrated ability to treat sensitive issues in a confidential manner
- Relates to colleagues and families with sensitivity, respect, and confidentiality
- Able to work independently and collaboratively in a dynamic multicultural environment
- A clear commitment to Child Protection, Diversity, Equity and Inclusion, safety, service learning, and environmental stewardship

**DUTIES AND RESPONSIBILITIES**

- 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)
- Controls Immunization Records and contributes to tuberculosis screening and immunization, such as flu vaccines, hepatitis, typhoid, etc. for students, staff, and families
- Collaborates with parents to arrange daily and or emergency medications for students
- Provides assessment to students for vision, hearing, scoliosis, and conducts drug testing, then notifies staff and parents if there are any medical concerns.
- Provides first aid supplies and support for special events and standby 24 hours for the overnight field trip
- Consults and collaborates with parents, teachers, school administrators, and community health or social service agencies to address student health problems and plan health services
- Provides medical assistance standby for after school activities, collaborates with campus supervisor, community liaison, and coaches
- Keeps Inventory of nursing supplies and equipment
- Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating well with others, and Reflecting.
- 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**

Please send your cover letter, resume and 3-5 list of professional references to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id)