



Registered Nurse/Receptionist Clark Road

The Out-of-Door Academy seeks to fill a hybrid position – Registered Nurse/Receptionist - for the Clark Road Campus to join our health & safety department. Approximate enrollment of 50 children is expected for the 2024/25 school year.

APPLY AT: <https://www.oda.edu/about/career-center>

The deadline for applications is April 12, 2024

Responsibilities

Reporting directly to the Director of Health & Safety and indirectly to the Director of Lower School, the Registered Nurse/Receptionist will be responsible for the following:

- Provide nursing consultations and treatment/emergency care for students during the school day.
- Administer medications for students during the school day.
- Manage the electronic and/or written student health records of all lower school students.
- Provide routine health screenings.
- Front desk coverage including answering of phones, greeting of guests, etc.
- Provide administrative assistance for the Director of the Lower School and the Admissions department.
- Assist with scheduling and oversight of on campus activities and events.
- Live the school's mission and core values of respect, integrity, service, excellence, and responsibility.

Qualifications

Experience, Skills & Knowledge

- Bachelor's Degree in Nursing required.
- Hold a valid license to practice as a Registered Nurse in the State of Florida.
- CPR/AED certification required.
- Minimum 3 years' experience in a hospital and/or school setting.
- Exceptional verbal and written communication skills.
- Solid grasp of technology including Word, Excel, Apple MAC OS and the Google drive platform.
- A successful track record of working effectively with a wide range of constituencies including students, faculty, staff, and parents.

Compensation and Benefits

This is a 12-month full-time exempt position available July 1, 2024. Compensation is commensurate with experience and includes a comprehensive benefits package.

At Out-of-Door, we value a diverse workforce. Applicants of any race, creed, physical ability, color, religion, sex, age, gender, sexual orientation or national origin are encouraged to apply. Once an offer is accepted, the position will require the successful completion of a national background screening and drug testing.