ALBERT COLLEGE

JOB DESCRIPTION

TITLE: Health Centre Staff – Part-time

REPORTS TO: Health Centre Manager

PRIMARY FUNCTION:

To provide quality medical service for Albert College students and staff working in collaboration with the Health Centre Manager.

KEY NURSING RESPONSIBILITIES

Clinical Care & Assessment

- Provide comprehensive primary nursing care to students, including triage, assessment, treatment, and documentation of illnesses and injuries.
- Administer medications, vaccinations, and first aid per policy and in collaboration with physician protocols.
- Conduct health screenings and physical assessments during admissions, sports physicals, and routine wellness checks.

Emergency Response & Crisis Management

- Provide immediate medical response to health emergencies, accidents, or mental health crises on campus.
- Liaise with external emergency services or on-call physicians as needed.
- Maintain up-to-date emergency response protocols; conduct drills and health team training.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Providing primary and emergency health care and follow-up for the students, staff and invited guests including primary care of sports injuries.

2. Assessing and treating physical/mental health of clients and promoting prevention of disease through healthy lifestyles.

3. Assisting with the education and care of public health issues (e.g. lice, chicken pox, etc.)

4. Providing confidential social/emotional counselling for students and staff and referrals to community agencies as appropriate.

5. Scheduling appointments for students with school physician, community health professionals, and off-site therapy appointments.

6. Communicating with parents regarding their child's health care as appropriate.

7. Assisting with school physician visits and follow up.

8. Assist in the immunization program.

9. Arranging appropriate transportation to medical related appointments.

10. Maintaining accurate, confidential, comprehensive and up-to-date records.

11. Attending school life functions as required.

12. Be well versed in Ontario Occupational Health and Safety Act including workplaces with over 50 employees, first aid responsibilities, injury reporting and follow-up.

13. Liaising with the Finance Office to manage WSIB claims and medical documentation required.

14. Ensuring that the Health Centre is properly maintained with emergency care equipment and supplies, and provisioning first aid kits for school use.

15. Providing confidential counseling services for students and staff and referrals to community agencies as appropriate.

16. Assisting with health classes, providing materials/information and teaching assistance if requested.

17. Arranging, managing and providing resources for health related information, including workshops and speakers.

18. Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.

19. Absence coverage when available.

20. Other duties and tasks related to the Health Centre as required to meet the needs of the school.

CORE VALUES

Embrace Albert College's Core Values of Individuality, Compassion, Integrity, Diversity and Inclusion, and Optimism. Employ respect, excellence, honesty, customer focus and continuous improvement in all interactions and tasks.

WORKING CONDITIONS:

1. Computer literate. Knowledge of Microsoft application and health-related software (eg. Magnus, REACH) an asset.

2. Working with staff/students on a daily basis (communicating with parents).

3. Maintain a safe working environment.

4. Assisting physicians on clinic days and with specialist referrals.

5. Liaising with public health, community mental health and crisis intervention centres.

6. Identifying, Planning and Executing – determines the relative importance of needs, prioritizes and sequences work, and effectively changes direction when appropriate.

7. Teamwork and Partnership - Keeps team members or partners informed and up-to-date about group processes, individual actions, and influencing events. Works together with constituents to problem solve and provide straight-forward knowledge and advice.

8. Judgment and Decision Making – reviews alternatives before making decisions, looks for the most efficient and productive course of action.

9. Agility - Understands and responds to organizational needs by looking for opportunities to improve and modify approach appropriately. Makes decisions to act in the best interest of the organization.

10. Use of College vehicle when available, and use of own vehicle according to school policy.

JOB SPECIFICATION:

Registered with The College of Nurses of Ontario as a Nurse or Practical Nurse.