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**NARDIN ACADEMY**

**POSITION DESCRIPTION**

Job Title: Clinic Nurse

FLSA Status: Exempt

Position Status: Per Diem

Reports to: Clinic Director

Date: January 4, 2018

**Summary Description**

This position calls for professional knowledge to meet the health needs of the students and employees of Nardin Academy. Uses preventive health approaches and health assessments to facilitate early detection and correction of health problems with the aim of preventing illness and disability. The clinic nurse is an advocate for educational equity, promotes the healthy development of the whole-child.

**Knowledge, Skills and Abilities**

The successful candidate will exhibit the following qualities:

* Adhering to professional standards of respectful, confidential, individualized, developmentally appropriate, and culturally competent practice
* Communication, consultation, and collaboration with students, families, staff and community partners
* Ability to utilize the telephone and other communication devices and communicate details accurately
* Ability to plan, organize and prioritize
* Strong interpersonal communication skills
* Ability to remain calm under trying and/or stressful circumstances
* Ability to work with frequent interruptions

**Duties and Responsibilities**

The successful candidate will undertake the following activities:

* Logs each student into the appropriate book upon entry to the clinic with a brief description of problem. Notes any action taken. Receives parents signature for pickup of dismissed student, or, in the case of a driving high school student, receives parents verbal approval to release student and requests student to call upon arrival at home
* Prescription medication is logged into the appropriate book with a copy of the physicians order and a note signed by the parent. When given to the student the time shall be noted in the medication log along with the initials of the person dispensing the medication. Student shall be paged to the office for timely dispensing of medication if they do not arrive within fifteen minutes of their scheduled time
* Maintains accurate and up to date physical and immunization information on each enrolled student
* Maintains a listing of students with allergy or serious health issues for rapid reference
* Assists with the annual audit
* Assists in coordinating the annual vision and hearing testing schedule
* Maintains the confidentiality and security of all records under the care of the clinic.
* This is not intended to be an all-inclusive listing. As with all positions changes are expected to occur as rules and laws change as well as technology making many things more efficient.

**Other Duties**  
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Qualifications**

* Bachelor's Degree in Nursing
* Licensed as a Registered Nurse (RN)
* Current CPR Certification

**Working Conditions**

This job operates in a professional office environment. This role routinely utilizes standard office equipment such as laptops, computers and various digital devices.  The ability to multitask is highly desired.  Flexibility is a must due to the many interruptions that occur throughout the day.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires standing, sitting, repetitious hand and body movements, simple grasping, pushing pulling, fine motor and gross motor skills, bending, lifting, squatting, kneeling, climbing, and reaching.  Ability to lift students as required.

**Hours**

Monday- Friday: 7:45 am-3:15 pm as needed

**EEO**

Nardin Academy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, ancestry, disability, sex, age, veteran status, marital status, sexual orientation, domestic violence victim status, genetic predisposition, or any other status protected by law. In addition to federal law requirements, Nardin Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training

To apply, please submit the following materials as a PDF to [careers@nardin.org](mailto:careers@nardin.org) . Please include:

* Cover letter expressing your interest and qualifications
* Current resume with appropriate dates
* Minimum of 3 references with names, current addresses, telephone numbers and email addresses