

**MOUNT MERCY ACADEMY
JOB DESCRIPTION**

Job Title: School Nurse (Part-Time)
Department: Staff
Reports to: Principal

Job Summary:

The School Nurse is responsible to develop, implement, and manage a school health program for the student population of Mount Mercy Academy. The School Nurse will promote health maintenance, evaluation, improvement and protection, including providing emergency treatment of students and staff in accordance with state laws, school policies, Commissioner's regulations and procedures of the school health program along with maintaining school health records. The School Nurse provides for case finding and referral and provides health resource information to students, families and staff.

Essential Functions, Duties and Responsibilities: The following statements reflect the duties considered necessary to describe the essential functions of the job identified and shall not be considered as a detailed description to all of the work requirements that may be inherent in this position.

Performance Responsibilities

Health Services

- Provides medically prescribed interventions, including medication administration (based on state regulation), and provides care to ill children on a daily basis including first aid to injured students and staff.
- If requested, assists in administering vision, hearing and scoliosis screening (or provides information to parents about scoliosis). Refers for follow up evaluation when needed as required by NYS law.
- Provides crisis intervention (e.g., adolescent pregnancy, substance abuse, death of a family member, suicide, and child abuse or neglect issues, etc.) in conjunction with school Social Worker.
- Assists in the development of individualized student health care plans.
- Follows all OSHA regulations

Administrative Services

- Maintains comprehensive school records
- Maintains the school Health Office (equipment and supplies)
- Participates in student centered school team meetings, as appropriate
- Completes and files required State and/or County forms

Educational Services

- Acts as a resource for health education
- Reviews and assists in revision of school Wellness Plan

EDUCATION REQUIRED (Minimum):

Must have a valid license to practice as a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) in New York State

EXPERIENCE REQUIRED (Minimum):

At least five years experience in the nursing field

SPECIAL REQUIREMENTS NEEDED FOR POSITION:

Must maintain current certification in cardio-pulmonary resuscitation and first aid from a recognized provider (e.g., American Heart Association)

Must have a minimum of two years supervised nursing experience in community or child health prior to entry into school nursing practice

MENTAL DEMANDS OF THE POSITION:

Must have a good understanding of facility needs and usage, effective participation as a member of the school community, an ability to supervise and communicate to all constituencies of the Academy.

CONTACTS:

Staff, students, parents, outside vendors, regulatory agency representatives, school Administration and referral agencies

WORKING CONDITIONS:

Employee in this position will be required to work indoors in a standard health office environment and come in direct contact with Mount Mercy Academy staff, students, County officials and the public.

PHYSICAL DEMANDS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment and use a telephone
3. See and read a computer screen and printed matter with or without vision aids
4. Hear and understand speech at normal levels on the telephone
5. Speak so that others may understand at normal levels on the telephone
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.