



Human Resources

Please note: this position will not begin work until a mutually agreed upon date in the latter half of August 2023.

Job Description for:

Per Diem Nurse – Wellness Center

FLSA Classification

Non-Exempt

Employment Category

Administrative Staff

Reports to

Wellness Center Coordinator

Benefits Eligibility

Part-time non-benefits eligible

Schedule

Generally, every Saturday from 7am to 3pm AND one 24-hour overnight weekend shift per month, 10 months (end of August to beginning of June) per year with no work obligations the week of Thanksgiving and for two weeks each for our winter break and our spring break when students are not on campus.

Date

6/6/2023

Job Description

Summary/objective:

Per Diem nurses are hired to manage student care as noted below in The Wellness Center. To the extent possible, schedules will be determined for the academic year by



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the Wellness Center Coordinator but are subject to change given potential changes in students remaining on campus and staffing changes.

Supervisory Responsibilities:

- None

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Provide clinical care to all students in need.
- Administers scheduled medication as prescribed.
- Monitors and maintains inventory of scheduled medications.
- Administers PRN medications as indicated per standing orders.
- Documents all clinical encounters and communications.
- Maintains complete student health records.
- Performs a full medication count weekly.
- Communicates absences and health center visits to the Dean's office and the Athletics office.
- Provides emergency on-campus response and care, including BLS and Anaphylaxis care proficiency.
- Provides assistance to families related to medical insurance coverage issues.
- Maintains complete and regular shift to shift communication.
- Provides regular parent communication with all students in the health center.
- Performs Point of Care testing as prescribed by NP.
- Supports new staff training as needed.
- Maintains and updates health center procedure and 'how to' documentation in the resource book.
- Refers and enlists the appropriate supports for students as needed---NP consultation, counseling, or School administrator.
- Supports care provided by the consulting psychiatrist and School MD
- Monitors inventory of medical supplies and stock medications.
- Serves as liaison with our pharmacy vendors.
- Maintains an organized and clean space to work and to provide care to students.

Competencies



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- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Expertise in maintaining confidentiality in all student and family interactions.
- Ability to work independently.
- Ability to work in teams.



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Work environment

- In office environment.

Physical demands

- Prolonged periods sitting at a desk and working on a computer.
- Remain standing for extended periods of time.
- Ability to traverse various areas of the facility (including unpaved areas, dirt paths, uneven terrain, etc.) to meet with students and parents.
- Must be able to lift up to 20 pounds unassisted.
- Communication skills using the spoken and written word.
- Ability to use a visual display terminal with continuous wrist movement on a keyboard.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example using a keyboard, sorting, etc.
- Ability to administer CPR

Travel required

- None

Required education and experience

- RN license or higher
- Currently licensed or eligible to be licensed by hire date.
- Prefer previous experience with adolescents and their families.
- Experience working with the range of adults tasked with supporting students.
- Appreciation for and understanding of the complexities of counseling high school students in an international boarding school setting.
- Excellent verbal and written communication.

Additional eligibility requirements

- Able to successfully complete CHRI, CORI, and SORI checks.



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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.

To apply, please send an email with the job title in the subject line, explain why you are interested in this role, and attach your resume to hr@mxschool.edu.