



**SPAULDING YOUTH CENTER
POSITION DESCRIPTION**

TITLE:	Nurse	
FLSA STATUS (Exempt/Non-exempt):	Non-Exempt/Hourly	Job Band: 14
DEPARTMENT/PROGRAM:	Health Services	
REPORTS TO:	Health Services Supervisor	
SUPERVISES:	N/A	
POSITION SUMMARY/OBJECTIVE: Using clinical knowledge and judgment, the nurse provides health care to students and staff, performs health screenings and coordinates referrals to the appropriate healthcare provider. The nurse serves as a liaison between students, staff, families and healthcare providers to advocate for healthcare and a healthy environment.		

PRINCIPAL DUTIES AND RESPONSIBILITIES: *Listed below are the essential functions of this position. Successful job applicants will be able to perform these essential functions with or without a requested reasonable accommodation.*

- Provide student health assessments and screenings on admission and an on-going basis, including telephone triage. Report abnormal findings to student guardian and facilitate relaying of information to student health care provider for follow up.
- Implement student healthcare protocols including the administration of medication, immunizations, special diets, exercises, BM tracking, swallowing protocols, or restricted activities etc., as requested by student guardian and healthcare provider.
- Educate students, staff and student caregivers regarding healthcare including; student specific healthcare needs, pertinent public health issues, environmental health concerns, medications and medication administration, general health and safety issues.
- Provide first aid care to injured or ill students or staff, and facilitate follow up care as needed.
- Provide occupational health services and immunizations.
- Medication management including but not limited to: routine and PRN administration, inventory management, order processing, maintenance of MARs and other records, supervision of staff medication administration, and preparation of medications for off-site and weekend administration.
- Provides exceptional customer service to students, their families and outside stakeholders.
- Monitors, screens and responds to all pertinent communication regarding case assignments in a timely fashion.
- Other duties as assigned by supervisor

EDUCATION AND/OR EXPERIENCE REQUIRED:

RN or LPN licensed in the state of NH, preferably with at least 2 years' experience, preferably in the fields of pediatric or psychiatric health care

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Excellent communication and interpersonal skills

This job requires the ability to treat with respect and as equal partners, the wide variety of people involved in meeting student's healthcare needs.

The ability to focus on priorities, excellent time management and organizational skills

Experience with using computerized systems and technology to organize, store, relay information with ease

SCHEDULE: Full time, Part time, Per Diem, and on call. There is at least one nurse on campus M-F from 6am-8pm. All nurses participate in on call duties at night and on weekends.

WORK ENVIRONMENT: Spaulding Youth Center is open every day, regardless of weather. Though the work is primarily indoors, the nurse should be prepared to drive, walk, and work in inclement weather. Nurses typically stand, walk, and sit throughout the day. Kneeling, bending or squatting sometimes required. The nurse is expected to dress comfortably, yet professionally and wear closed toe footwear suitable for walking in and outdoors.

SPECIAL DEMANDS: Must be physically agile in order to deal with students who have the potential to be combative, agitated and volatile. Must be able to walk and travel across campus multiple times a day. Exposure to student’s bodily fluids (i.e., urine, saliva, feces, vomit, and blood) and cleanup of said fluids. Mandatory training in CPR. Must be able to quickly assess a crisis situation or escalation and be able to use an appropriate response to change the situation.

PHYSICAL DEMANDS:

The *maximum* physical demands for all job functions performed are listed below.

POSITION REQUIRES:	Continuous 100%-67%	Frequent 66%-34%	Occasional 33%-1%
bending		✓	
kneeling		✓	
squatting		✓	
climbing			✓
standing	✓		
walking		✓	
sitting		✓	
reaching		✓	
driving			✓
fine motor skills		✓	
pushing			✓
pulling			✓
running			✓

POSITION REQUIREMENTS:

Maximum lifting/carrying of 50 lbs.
 Frequent lifting/carrying of 0-25 lbs.

WORK SCHEDULE:

Number of hours/day 4-10
 Number of days/week 1-5

Does position require repetitive motions? <i>check if applicable</i>				
	wrist	elbow	Shoulder	Ankle
Right				
Left				

The Physical Demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position description is a general overview of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform.

I have read and understand the duties and expectations of this position.

Employee’s Signature:	_____	Date:	_____
Supervisor’s Signature:	_____	Date:	_____
H/R Director’s Signature:	_____	Date:	_____