

Job Title: Nurse

Department: Student Services

Reports to: Assistant Headmaster for Co-Curricular Programs

FLSA Status: Exempt

Last Updated: October 2014

Summary:

An all-boys, all-boarding college-preparatory school for 170 boys, Blue Ridge School has a 751-acre campus along the eastern slope of the Blue Ridge Mountains twenty miles from Charlottesville, Virginia. The Blue Ridge School campus itself is removed from distractions, allowing students to focus on academics, further develop character, build self-esteem and progress toward a successful life of service.

Blue Ridge School provides an interactive learning environment in which capable and willing young men develop their minds and character. Using a college-preparatory curriculum with a high-degree of individual support, BRS prepares its students for the challenges and careers of the 21st century. At Blue Ridge, every aspect of campus life is directed toward the interests and needs of our students – because everything BRS does is *for* the boys in our charge.

This position requires an individual that is a licensed Registered Nurse to work in our Student Health Center (SHC). Primarily, the SHC is maintained by two nurses working 24-hour shifts, in a 2-2, 3-2, 2-3 rotating schedule. Each nurse is solely responsible for the health of approximately 170 boys in grades 9-12 while serving their respective duty. Occasionally, the nurse may provide medical guidance to faculty/staff when requested and must include them in flu clinics and testing.

The nurse is responsible for identifying and treating health disorders among students and providing instruction in the maintenance of good health and disease prevention. The employee will evaluate the physical conditions of students and refer students to appropriate resources as needed. Decisions made by the nurse require discretionary judgment and analysis. The nurse must enjoy working with teenage boys from an array of backgrounds and cultures.

Qualifications:

- Completion of training necessary for licensing as a registered nurse and experience in pediatrics and/or public health nursing preferred
- Considerable knowledge of child growth and development
- Desire to work with and educate teenage boys from diverse backgrounds
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies
- Ability to plan, organize and direct a variety of functions in a fast-paced work environment
- Extremely organized and detail oriented
- Comfortable with a high degree of autonomy, and the ability to work as a member of a two-nurse team.
- Outstanding communications, interpersonal and community relations skills. The ability to communicate and work effectively within our community as well with parents that may be at great distances from their son
- Proficiency in Word, Excel, Gmail, Outlook and willingness to learn school software programs

Essential Duties and Responsibilities:

- Monitors compliance of school health programs with federal, state and local laws, regulations and policies
- Provides 24-hour triage care for students and staff
- Makes appropriate referrals and appointments with doctors, dentists, optometrists, etc. for students
- Coordinates transportation of the students to their appointments
- Provides follow-up evaluations on students as required
- Maintains prescription medicine and medical supply inventories, security and dispensation
- Ensures that any student that is required to receive medication does so each day
- Works with athletic trainers and coaches on medical needs of student athletes; including concussion check lists
- Communicates and coordinates medical issues/status of boys with parents in a timely and efficient manner
- Remains in constant contact with faculty via email throughout the day to ensure whereabouts of students
- Arranges clinics for flu immunizations and testing for TB
- Acquires, maintains and ensures that complete medical information is kept on each member of the student body
- Maintains basic cleanliness of the Student Health Center, including laundering of bed linens
- Health counseling and education to students and staff
- Demonstrate continued professional curiosity and growth

Supervisory Responsibilities:

- n/a

Certificates, Licenses, Registrations:

- Registered Nurse License
- Certified by the American Nurses Association or the National Association of School Nurses

Physical Demands and Working Conditions:

The usual and customary methods of performing the job's functions require the following physical demands: frequent lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.