



**Department:** Special Education  
**Position:** **Summer Program School Nurse (RN)**  
**FLSA Status:** Non-Exempt  
**Reports to:** Clinical Coordinator

**Purpose:** The **Summer Program School Nurse** will maintain comprehensive health services to CES Programs at HEC Academy in Northampton, MA. This is a part-time, seasonal position from July 6 – August 10, 2018.

**Essential Functions:**

- Deliver direct health care coverage
- Respond to medical emergencies
- Abide by established policies and protocols for medication distribution, computerization of health records, immunization, infectious disease control, disaster control, overall health school policy, and smoke free school policy
- Maintain health-related materials and provide resources to teachers
- Organize and implement training to staff relative to specific case needs; i.e. students with bee sting allergy/epi-pen, etc.
- Facilitate knowledge and understanding by providing information, resources, and counseling regarding human sexuality, birth control, and STD prevention
- Guide and support nutritional choices for students

**Additional Responsibilities:**

- Submit purchase requisitions, time sheets, and mileage sheets in timely manner
- Perform other related duties as required (for example, be part of the school's Crisis Response Team)
- Attend scheduled staff meetings as requested
- Assume any additional responsibilities as directed by Executive Director or designee

**Qualifications:**

- Registered Nurse with valid Massachusetts License; Experience working in school setting preferred
- Bachelor's Degree in health related field (B.S.N. preferred)
- Certification in CPR, First Aid
- Training in routine health screenings, medication delegation
- Familiarity with computerization of medical records
- Assistance in maintaining comprehensive medical records

**Physical Demands:**

- Requires good physical condition to support lifting and transitioning students as needed
- Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing

**Working Conditions:**

- Requires the ability to maintain composure and professionalism in response to emotionally-laden, challenging, and/or offensive student behaviors, which may include verbal abuse or physical aggression



**collaborative.org**

*Collaborative for Educational Services*

- Students with health care needs may need constant monitoring and specific protocols; staff will be trained in areas as needed

**Terms of Employment:**

- Part-time seasonal position: July 6 - August 10, 2018
- 15 hours/week, Monday – Friday (9:30am – 12:30pm)
- This position is not benefits eligible

*CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the need of the diverse student populations we serve are encouraged to apply.*