

Sacred Heart School

399 Bishops Hwy, Kingston, MA 02364

Position Description

TITLE: Nurse- FT

DATE: July 2017

REPORTS TO: Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide First Aid for minor injuries and illnesses
- Sort and dispense medications to students
- Respond to any “emergency” which may arise at school
- Maintain the climate and care of communication in the Nurse’s Room
- Collect and organize all medical forms
- Maintaining accurate health logs and incident reports on the student database
- Organize wellness programs at the school
- Keep open communication with administration, faculty and parents.
- Communicate with local medics or hospital if needed
- Be an active member of the school community, attending faculty meetings, professional development, and other designated activities.
- Update SNAP program

QUALIFICATIONS:

- Licensed as a Registered Nurse with the Commonwealth of Massachusetts
- Bachelor degree preferred
- Current certification in CPR and First Aid
- DOE certification for school nursing or actively pursuing same
- A minimum of one to two years of child health, community health or other relevant clinical nursing experience or at least 2 years of relevant experience preferred
- Ability and willingness to Sacred Heart School, its Catholic identity, tradition and spirit, and its commitment to the moral and ethical development of all students
- Ability to work independently and be the driving force of health care services while working effectively with school leadership, faculty, staff, parents and community.
- Citizenship, residency OR WORK VISA IN United States required

PHYSICAL PERFORMANCE ELEMENTS:

- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.
- Ability to lift up to 20 pounds.

The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

To apply contact/email:

Mr. Shaun P. Morgan, Interim Principal, Sacred Heart Elementary School
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Kingston, MA 02364
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