JOB DESCRIPTION: PART-TIME SCHOOL NURSE

CAMPUS: Pretoria Campus

DIRECT SUPERVISOR: Shane McLaren

START DATE: 5 January 2016

QUALIFICATIONS:
• Registered Nurse
• First Aid/CPR/AED certification

REQUIREMENTS:
• Minimum of 5 years post graduate experience
• Broad based nursing competency and knowledge including school nursing or community experience
• Experience in occupational health
• Pediatric training or other relevant experience
• Experience working with multiple nationalities, cultural sensitivity, and good communication skills at all levels
• Understand business, administration and management
• Excellent computer skills
• Knowledge of the principles and practices underlying professional nursing, specifically the field of school health, the current trends in nursing, and of literature in the field of school health and organization and administration of other cooperating agencies
• Valid driver’s license and own transportation

REPORTS TO: Operations Director.

JOB GOAL:
Provide preventive health services to facilitate the student’s optimal physical, mental, emotional and social growth and development. Identify problems and disabilities and provide such services as case finding, health education, referring and care in order to help prevent serious health problems. Support the education process by working to assure the health of the students.

PERFORMANCE RESPONSIBILITIES:
• Promote and protect the optimal health of school age children, in co-operation with other health care professionals.
• Provide health assessments.
- Obtain a health history
- Screen and evaluate findings of deficit in vision, hearing, scoliosis, growth, etc.
- Observe children for development and health patterns in making nursing assessments.
- Identify and follow up on abnormal health findings.

- Develop and implement a student health plan
- Interpret the health status of students to parents and school personnel.
- Initiate referrals to parents, school personnel or community health resources for intervention, remediation and follow through.
- Provide ongoing health counseling with students, parents, school personnel or health agencies.
- Utilize existing health resources to provide appropriate care of students,
- Maintain, evaluate and interpret cumulative health data to accommodate individual needs of students.
- Plan and interpret school health management protocols.
- Develop procedures and provide for emergency nursing management for injuries/illnesses.
- Promote and assist in the control of communicable diseases.
- Provide health education and anticipatory guidance:
  - Provide direct health education and health counseling to assist students and families in making decisions on health and lifestyles that affect health.
  - Participate in health education directly and indirectly for the improvement of health by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health.
  - Counsel with students concerning problems such as pregnancy, sexually transmitted diseases and substance abuse in order to facilitate responsible decision making practices.
  - Serve as a resource person to the school staff members in health instruction.

- Coordinate school and community health activities and serve as a liaison health professional between the home, school and community.
- Act as a resource person in promoting health careers.
- Engage in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.
- Provide consultation in the formation of health policies, goals and objectives for health services.
- Where applicable, participate in the IEP plan development.
- Provide first aid to sick or injured children or employees.
- Contact parents/guardians regarding sick or injured students in accordance with the school guidelines and policies, and if necessary, arrange for the student to go home.
- Communicate with teachers and other school personnel regarding students seen in the health office.
- Report safety hazards to designated personnel.
- Participate as a representative of the SHE committee.
- Keep the health office clean and orderly.
- Order and maintain supplies.
- Communicate with the Admissions Department regarding the immunization records for all students.
- Type letters, reports and requisitions as directed.
- Other duties as may be assigned by the Operations Director or the School Director.

**WORK HOURS:** 40% contract, Monday to Friday. Hours to be determined. Some weekend work may be required

**CONTACT:** For more information contact Shane McLaren, Operations Director, at recruitment@aisj-jhb.com