

Sacred Heart Elementary School

Job Posting

Position: School Nurse

Location: Sacred Heart Elementary School and Early Childhood Center
Kingston, MA

Schedule: Part-time (25 hours per week), salaried position

Description: The School Nurse oversees the school's health policies and programs, promoting health education and providing preventative health services to facilitate students' optimal physical, mental, emotional and social growth and development. The School Nurse provides healthcare for students and handles minor health issues that occur on a daily basis, including administration of first aid, and students' prescribed medication treatment and administration. The School Nurse provides health assessments and interventions, and referrals to physicians and other related healthcare professionals as needed. The School Nurse maintains required health records and documentation, including students' immunization profiles and individual healthcare plans. The School Nurse serves as a resource to the faculty for health education.

Qualifications:

- Licensed as a Registered Nurse
- Bachelor of Science in Nursing
- Licensed or eligible for licensing as a School Nurse by the Massachusetts Department of Elementary and Secondary Education
- Certified in First Aid and CPR
- Minimum of two years experience in school health nursing, pediatric nursing, community/public health nursing or other relevant clinical nursing experience.
- Demonstrated ability to work as a team member with administrators, teachers, parents, students, physicians and other healthcare professionals
- Excellent communication and organizational skills

Sacred Heart Elementary School/Early Childhood Center (preschool through grade six) is part of Sacred Heart School System in Kingston, which includes our Intermediate School/High School serving students in grades seven through twelve.

Interested individuals should submit cover letter, resume, licenses, and letters of reference by October 17, 2011 to: Ann Taylor, Acting Principal

Sacred Heart Elementary School,
329 Bishops Highway, Kingston, MA 02364.

Email preferred: ataylor@sacredheart.mec.edu