



CITY OF MELROSE

Human Resources

Please send a letter and resume to Matt Travers, Human Resources at mtravers@cityofmelrose.org.
Position open until filled.

City of Melrose is an Equal Opportunity Employer * No Residency Requirement*

In the City of Melrose we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity, which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply.

Title: School Nurse (High School)
Department: Health Department
Supervisor: Health Director
Status: Full-time, Benefit Eligible, Local 272 Clerical Union, 35 hrs/week, Level 14
Minimum hourly rate is \$32.07 per hour with comprehensive benefits.

Summary: The School Nurse is responsible for providing nursing services, program management, health education, and community health planning under the supervision of the School Nursing Supervisor. School Nurses are assigned to any public school at the discretion of the Public Health Director. It is the intention that this hire will be assigned to the high school.

Responsibilities:

- Provide a comprehensive school health program consistent with the Massachusetts guidelines, regulations and statutes governing nursing and school health, and local school district policy in an assigned school
- Provides medically prescribed interventions, including medication administration (based on state regulations) and provides care to ill children on a daily basis during regular school hours.
- Provides first aid to injured children and staff during regular school hours.
- Manages children and staff with communicable disease
- Responds to frequently encountered health issues, providing crisis intervention when required; responds to child neglect or abuse issues as required by state law
- Collects information about the health status of the student and maintains comprehensive school health records
- Develops and implements individualized health care plan for students
- Organizes and implements state-mandated programs such as immunization surveillance and screening programs as well as new programs to respond to emerging health issues
- Prepares reports documenting services provided
- Collaborates with other professionals, team members and community providers in assessing, planning, implementing and evaluating programs and school activities
- Serves as a member of pertinent committees

- Collaborates with other professionals and parents concerning students' issues
- May teach health related issues in classrooms
- Provide student nursing practice for area schools of nursing
- Provide customer service with tact, courtesy, sensitivity and discretion in all dealings with internal and external customers.
- Uses electronic health records software
- Advocates for the health rights of individual students as well as the student body as a whole
- Provides public health nursing for Health Department as needed.
- Provide customer service with tact, courtesy, cultural sensitivity and discretion in all dealings with customers.
- Contribute to creating a collaborative work culture that appreciates diverse perspectives and approaches matters with flexibility and cultural relevance.
- Other nursing related duties as assigned

QUALIFICATIONS

- Valid license to practice as a Registered Nurse in Massachusetts
- Ability to successfully pass a background check
- Bachelor of Science in Nursing degree from an accredited college or university
- Two years of child health, community health or other relevant clinical nursing experience with youth.
- Current certification in cardiopulmonary resuscitation and first aid from a recognized provider.
- Certification requirements as required by the Department of Education or the ability to obtain one within 6 months of employment
- Valid Massachusetts drivers license and reliable transportation
- Excellent interpersonal skills and the ability to work and communicate well with a diverse population.
- Ability to maintain timely and accurate electronic records.
- Skills in operation of appropriate equipment.
- Ability to maintain confidentiality.
- Intermediate knowledge of Microsoft Office products with ability to learn school health software programs.
- Excellent interpersonal skills, customer service orientation, and the ability to work with office staff, public officials, managers, and the public using tact, proper judgment, courtesy, respect and diplomacy.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to walk sit, climb, kneel, drive, talk and/or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, controls and body parts and reach with hands and arms. The employee will regularly use computer keyboards and medical tools requiring hand-eye coordination and finger dexterity.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employees are occasionally exposed to exceptionally dirty and odoriferous environments and biologic hazards.