

Cedar Ridge Children's Home & School, Inc.

Job Description

JOB TITLE: Part-time School Nurse

Department: School

Supervised by: School Administrator

SUMMARY:

The Nurse shall be responsible for the monitoring of medication and medical supplies, the provision of training on medical issues, and the determination of quality assurance to uphold the continued quality care of the students and staff of Cedar Ridge School. Schedule: 2-3 hours every school day.

DUTIES AND RESPONSIBILITIES:

1. Maintain medical records on all students.
2. Assure medication provision by contacting parents/guardians as needed
3. Maintain school first-aid kits.
4. Perform medication training for school staff and residents.
5. Maintain medical policies to standards set by State of Maryland.
6. Other medical-related duties as assigned by School Administrator

JOB QUALIFICATIONS:

1. Prefer current Maryland RN License Certification.
2. Excellent organizational skills.
3. Demonstrated proficiency of Personal Computer data applications.
4. Knowledge of quality control in administering prescriptions and medications.
5. Must accept and affirm a Judeo-Christian world view in both personal and professional life. This affirmation includes agreement with the Cedar Ridge statement of faith, the personal practice of spiritual disciplines, and behaviors consistent with traditional moral values.
6. Must pass a detailed background investigation that includes:
 - a) Passing a health screening which may include drug testing.
 - b) Verification of Business and Personal References.
 - c) Police/FBI/Child Protective Services background investigations

SIGNATURES BELOW SIGNIFY THE FOLLOWING:

1. This Job Description has been reviewed and agreed upon by both the employee, _____, and the Administrator, _____.
2. A copy of this Job Description has been received by the employee.
3. The employee recognized and agrees with his/her responsibility to use the utmost discretion regarding the disclosure of any confidential agency or personnel information both within and outside of his/her department.

Employee

Administrator

Date

Human Resource Staff