

School Nurse Assistant

Brentwood Christian School

REPORTS TO: School Nurse
CLASSIFICATION: Part-Time; Non-Exempt; School Year

SUMMARY: Under the supervision of the School Nurse provide health services to students. Promote health education and preventive health practices for students.

RESPONSIBILITIES:

- Provide emergency care as needed for sick and injured students or staff according to school policy and procedures
- Administer medications to students at school and according to school policy and procedures
- Assist with maintaining and updating clinic and health records on all students
- Ensure compliance with all federal and state laws, Texas Department of Health regulations and board and school policy
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

QUALIFICATIONS:

- Associates or Bachelor Degree in Nursing; LVN or RN required
- Must possess a valid license to practice nursing in Texas from the State Board of Nurse Examiners
- Must have 2+ years of nursing experience in school nursing, pediatric nursing or emergency pediatric nursing
- Must maintain CPR certification
- Must be an active member of a Church of Christ congregation

SPECIAL KNOWLEDGE/SKILLS:

- Ability to use clinical/medical equipment
- Possess basic pharmacological knowledge
- Ability to assess emergency situations and act accordingly
- Comfortable knowledge of universal procedures
- Excellent customer service and interpersonal skills
- Effective verbal and written communication skills
- Proficient in Microsoft Office Suite and various nursing/educational software programs
- Effective organizational and project management skills
- Strong attention to detail
- Participate in applicable continuing education and training

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 25 pounds
- Must be able to bend, stoop, kneel and crouch
- Must have significant fine finger dexterity
- Must be able to sit/stand for extended periods of time