

HOUSE MUNICIPAL SCHOOLS
CONTRACT OPPORTUNITY VACANCY

House Municipal Schools is seeking applicants to perform nursing duties on a contract basis for 12 days during the 2017-2018 school year. Interested individuals must be licensed through the New Mexico Board of Nursing, and hold or be able to obtain a NMPED Nursing license. A letter of interest and current resume can be submitted to Superintendent Lecil Richards.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to use clinic/medical equipment; possess basic pharmacological knowledge; ability to assess emergency situations and act accordingly; comfortable knowledge of universal procedures and ability to teach this to others; good oral and written communication skills; basic computer skills; willing attitude to be a part of the school team; strong sense of professionalism; other skills and requirements expected by the nursing coordinator and the school administrators include management and organizational ability, common sense, motivation, positive attitude; and the ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.

GENERAL RESPONSIBILITIES

Manage and coordinate the assigned school's health services program based on requirements established by school division policies, procedures, and protocols, and by local, state and national regulations and statutes.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensure compliance with procedures, protocols, and other instructions provided by the coordinator of health services or contained in division manuals and protocols.
- Provide nursing care and physical screening to students; assess students and implement first aid measures for students as needed.
- Assume responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students.
- Implement and record required screening programs; notify parents when further medical evaluation is indicated.
- Establish and update health and immunization records.
- Prepare and maintain student health records and prepare required reports.
- Initiate emergency procedures for students and staff as needed.
- Orient the staff and teach specific medical procedures for the evaluation and maintenance of the medically involved student in the classroom.
- Provide health education and anticipatory counseling.
- Follow procedures for suspected cases of child abuse and neglect.
- Act as a liaison between the school, home health department professionals, and other community agencies.
- Maintain clinic equipment and assesses the need for consumable supplies on an annual basis.
- Perform related work as required.