

JOB DESCRIPTION

Job Title: Staff Nurse/School Nurse

Department/Location: Public Health Department

Reports to: Director of Community Health Nursing Services

FLSA Status: Salaried; Exempt

Prepared Date: November 2021

General Purpose of the Position: The Staff Nurse/School Nurse provides nursing care to the patients/clients as requested and, when required, as prescribed by the physician and in compliance with applicable laws and regulations and the policies of the agency. In addition to the duties and responsibilities of a staff nurse, this staff nurse will also provide comprehensive school nursing services per the School Health Services Contract.

Essential Duties and Responsibilities:

- Seeks and obtains sufficient information necessary to function effectively in the health care setting where assigned
- Provides professional nursing care by utilizing all elements of nursing process
- Assesses and evaluates client needs
- Administers medications, vaccines and treatments as prescribed by the physician
- Completes, maintains and submits accurate and relevant clinical notes regarding client's condition and care/services provided
- Use supplies and equipment effectively, efficiently and safely
- Provides and maintains a safe environment for the patient/client
- Carry out requirements of the Illinois School Code regarding health measures
- Complete medical and health histories for special education purposes
- Participate in staffing for pupils considered for Special Education classes
- Investigate reports of communicable conditions (teacher referral)
- Be a liaison person between home and school in health matters that affect school performance
- Arrange Teacher-Nurse conferences
- Offer resources for Health Education material
- Follow-up on remedial health problems
- Provide in-service for school staff related to health matters including TB skin tests, Bloodborne Pathogens, etc.
- Health and wellness program for staff including hypertension, weight check, flu, pneumonia, and other immunizations
- Assist in development of procedures for medication administration
- Provide school staff with emergency/first aid training, AED training, and assist in development of health procedures/policies
- Provide education for staff on health problems, including lice, scabies, and assist in health policy/procedure development/enforcement
- Protects confidential information by preventing unauthorized release, both verbally and/or in writing
- Is dependable and meets acceptable attendance requirements at all times
- Complies with all policies, procedures, safety rules and regulations
- Serves as a representative of Iroquois County, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public
- Performs other related duties as assigned

Skills and Abilities Required:

- Complies with accepted professional standards and principles including the Illinois Nurse Practice Act
- Is self-directed with the ability to work with little supervision, has good organizational skills
- Possesses excellent assessment and observation skills as well as appropriate nursing judgment
- Maintains appropriate oral and written communication skills
- Is flexible and cooperative in fulfilling all obligations
- Must be a licensed driver with an automobile that is insured and is in good working condition. Documentation of current automobile insurance coverage is required

Computer Equipment and Software Requirements:

- Proficiency in Microsoft Windows, Office, Excel, Word, Outlook, office facsimile and document imaging technology
- Able to type at a speed necessary for successful job performance

Education and Experience Required:

- Licensed as a Registered Professional Nurse through the Illinois Department of financial and Professional Regulation
- Possesses and maintains current CPR certification
- Continuing Education as required and/or requested by immediate supervisor
The annual minimum requirements for continuing education are 12 hours

Physical Demands:

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 regularly required to talk and hear
- The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach over head with hands and arms
- The employee is occasionally required to climb or balance, stoop, kneel or crouch
- The employee must occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision; distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to optical exposure to computer screens
- The employee may be exposed to infectious diseases in school, community, and private property environments
- The noise level in the work environment is usually moderate
- Recurrent movement in and out of automobile in outside weather conditions

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____