



Job Title: Public Health School Nurse
Department: Tooele County Health Department
Starting Salary: \$24.85
Status: Full-time school schedule with Benefits
Closing Date: September 28, 2017

The Opportunity: Tooele County Health Department, Family School Service Division is looking for a friendly, supportive and knowledgeable nurse to care for our community children. This is an exciting opportunity to work a school district calendar, get paid all year through and contribute to the overall health needs, education experience, psychological and social services of our students.

This opportunity includes this great comprehensive benefit package:

- Competitive health, dental and vision packages from Utah's leading health providers
- A July 1 – June 31 contract so you get paid all year long
- 401 K match
- Participating Utah Retirement Services (URS) member
- Summer months' off
- Extensive training opportunities
- Comprehensive voluntary insurance program
- School leave days for Thanksgiving, Christmas, Spring break and other school holidays

Position Duties:

The Registered Nurse performs acts, which require specialized knowledge, judgment and nursing skills based upon principles of psychological, biological, physical and social sciences. Contributes to the education of all students in Tooele County by assessing the student, planning and providing appropriate nursing care, and evaluating the identified outcomes of care. Monitors on-going health status of students with special health needs and uses information gathered to work with team to adjust students' educational program as needed. Manages medication administration in the school setting. Collaborates with other school professionals, parents, and caregivers to meet the health, developmental and educational needs of students as it pertains to medical needs.

Please see our website for a complete job description, duty detail, and comprehensive high level skills and abilities that are required to be successful in this position.

Minimum Qualification:

- Graduation from an accredited College or University with a bachelor's degree in nursing with two years of nursing experience preferably in public health or school nursing
- OR**
- Graduation from an accredited College or University with an associate degree registered nurse with four years' experience preferably in public health or school nursing
- AND**
- Must have skills of modern nursing practices and procedures, working knowledge of psychology and sociology, knowledge of working and providing care in an institutional setting. Must maintain a valid Utah's' driver's license.

Please see full job description for further details of minimum qualifications.

Send a resume and completed application to the office below for consideration for the position.

For a complete job description or an on-line application please visit
<http://www.co.tooele.ut.us/hr.html>

Applications must be submitted to
Tooele County Human Resource Office, Rm 308
47 South Main Street Tooele
or email application and resume to tadams@tooeleco.org
EEO Employer

TOOELE COUNTY
Job Description

TITLE:	<u>Public Health School Nurse</u>	JOB CODE:	<u>208</u>
DIVISION:	<u>Family and School Health</u>	EFF. DATE:	<u>8/17/2017 (5/14)</u>
DEPARTMENT:	<u>Health</u>	GRADE:	<u>26</u>
EEO CLASS:	<u>Professional</u>	FLSA:	<u>Exempt/Professional</u>
WORKERS COMP.:	<u>County</u>	CDL:	<u>Not Required</u>

GENERAL PURPOSE

With accordance to and following the Tooele County School District calendar, provides specialized school nursing services within Tooele County. The Registered Nurse performs acts, which require specialized knowledge, judgment and nursing skills based upon principles of psychological, biological, physical and social sciences.

SUPERVISION RECEIVED

Works under the direct supervision of the School Nurse Coordinator.

SUPERVISION EXERCISED

Provides functional supervision to health aides involved in specific program area. May perform as lead worker on specialized projects.

EXAMPLE OF DUTIES

Contributes to the education of all students in Tooele County by assessing the student, planning and providing appropriate nursing care, and evaluating the identified outcomes of care.

Develops and implements nursing care plans for all students.

Monitors on-going health status of students with specialized need and uses information gathered to work with team to adjust student's educational program as needed.

Acts as a case manager and advocate for the student with special health needs and the family of the student.

Performs skilled nursing procedures as necessary in a safe, competent, and efficient manner for all students.

Supervises others in the performance of skilled nursing procedures.

Visit homes as needed to obtain information, educate and counsel.

Perform vision and hearing screening on every student; refer students to doctors when needed, and follow-up with families. Perform immunizations in accordance with school policy.

Manages medication administration in the school setting.

Collaborates with other school professionals, parents, and caregivers to meet the health, developmental and educational needs of all students as it pertains to medical needs.

Establishes and maintains nursing records and reports.

Attends professional meetings, workshops and conferences.

Follows Tooele County School District regular working schedule including holidays and sick leave policy. Be available to service school needs and scheduling.

Be available for call back during off calendar times for community emergencies.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

A. Graduation from college with a Bachelor's degree in nursing and two (2) years of nursing experience preferably in public health or school nursing.

OR

B. Associate Degree Registered Nurse with four (4) years of nursing experience preferably in public health or school nursing.

2. **Required Knowledge, Skills, and Abilities:**

Working knowledge of modern nursing practices and procedures; working knowledge of psychology and sociology. Working knowledge of providing health care in an institutional setting.

Ability to establish and maintain effective working relationships with other employees; other agencies, and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing.

Must be able to use modern office equipment including telephone, computer, audio-visual equipment, presentation and display materials.

3. **Special Qualifications**

Ability to travel. Valid Utah Driver's License. Must possess a valid Utah driver's license with no DUI's/ARR's in the past five (5) years and no more than two (2) moving violations within the past 24 months.

4. **Working Conditions and 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. Working conditions conform to the usual indoor office environment.

While performing the duties of this job the employee is frequently required to sit, talk, hear, use hands, fingers and arms. The employee is required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop or kneel. Hand dexterity is required for small instruments and computer use. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. There may be limited travel. Candidate may be required to exert light physical effort, including frequent lifting of

up to ten pounds and occasional lifting of up to 25 pounds.

OTHER QUALIFICATIONS:

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- thoroughness, planning and organization, neatness and accuracy
- learning and knowing all phases of the job; recognizing and solving routine problems; knowing the office policies, systems and services
- compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work
- being able to perform new duties, adjust to new situations, and control of self under pressure
- being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility
- making decisions; studying and considering all facts; using common sense
- cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means
- being friendly, helpful and showing self-control
- being punctual in attendance.
- being professional in dress and manner; showing good housekeeping of the general work area

APPROVED:

This _____ day of _____, 2017.

DEPARTMENT DIRECTOR

HUMAN RESOURCE DIRECTOR

COMMISSIONER

New Employee Certification of Receipt of Position Description	
I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Health Department.	
Employee's Signature	Date