

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title:	Community Health Nurse
Department:	Public Health Department
Appointing Authority:	Board of Health
Affiliation:	AFSCME
Grade:	G-15
Personnel Board Approved:	11/30/05

Summary of Duties

Assigned primarily to elementary and secondary schools, performs administrative and technical work in providing community health care to students in the Wayland public school system; provides a wide range of health services to students including routine and emergency care and medication administration; ensures required standards for health examinations and immunizations are met; performs related community health services as assigned; performs all other related work as required.

Supervision Received

Works under the general direction of the Public Health Director; works under the day-to-day supervision of the Head Nurse and School Principal; follows department and school rules, regulations and policies; works independently to complete assigned tasks according to a prescribed time schedule.

Performs varied and responsible functions requiring a thorough knowledge of Public Health regulations pertaining to students; exercises judgment and initiative; refers more difficult issues or situations to the appropriate supervisor.

Supervision Exercised

None

Job Environment

Work is performed under typical primary/secondary school conditions with normal interruptions during the day from staff, students and parents; may be required to work outside of normal school hours to accommodate school functions.

Utilizes and operates testing equipment; computers and other office equipment as needed; operates a motor vehicle.

Makes frequent contacts with school staff, students, parents and department personnel; most communication is through personal discussion involving routine to complex information.

Has access to student-oriented confidential health information.

Errors could result in the injury to a student, significant delay or loss of services, poor public relations and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Is responsible to ensure all students meet the standards set forth by the Department of Education and Public Health Department; assesses, evaluates, and refers student health issues as appropriate; may assist students and parents with securing appropriate health care.

Executes the school health program as designed by the Wayland Board of Health and the Wayland public schools; ensures program objectives are accomplished; provides feedback to the Public Health Director, Head Nurse and school principal on the program's effectiveness.

Provides routine and emergency health care due to illness or injury within the scope of state laws and departmental policies.

Ensures compliance with requirements for periodic exams (hearing, vision and scoliosis) and immunizations; plans, implements and supervises the documentation of vision, hearing and scoliosis screenings.

Administers prescribed medications to students; maintains accurate records as required.

Provides feedback to the Public Health Director and school officials in assessing, planning, implementing and evaluating the services and intervention of the School Health Program.

Advises the Public Health Director and School officials on circumstances and problems that may adversely impact the health of students, parents, staff or the community at large.

Reviews health records of students; maintains student health records in accordance with state law; maintains accurate records regarding student health issues; completes and files reports as required.

Provides health education and counseling services to students, parents and teachers as needed; provides consultation to teachers on health problems encountered in the student population; makes home visits as necessary.

Performs a variety of administrative tasks to ensure the efficient and effective operation of the Community Health Nursing Program for public schools.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in Nursing from an accredited institution.

Experience:

Over two (2) years of experience in school, pediatric, community health or comparable nursing experience.

Substitution:

Associate's Degree in nursing and an additional two (2) years of experience may be substituted for the Bachelor's Degree.

License/Certificate:

Registered professional nurse in the Commonwealth of Massachusetts.

Current certification or obtaining certification within the probationary period in CPR and first aid.

Must possess a valid driver's license.

Knowledge, Abilities and Skills:

Thorough knowledge of Department of Public Health regulations pertaining to Massachusetts Public Schools.

General knowledge of school and/or community health programs.

Ability to read and interpret pertinent rules and regulations pertaining to community health programs; ability to convey information to staff, teachers, parents and students.

Ability to interact tactfully and effectively and convey medical information when necessary with students, parents, School and departmental staff, supervisors, officials and the general public.

Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions while maintaining attention to detail.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Good communication skills; ability to communicate effectively both verbally and in writing.

Ability to maintain confidentiality of information.

Ability to coordinate board, department, school and staff functions.

Ability to operate a motor vehicle.

Excellent customer service skills.

Experience and skill in maintaining complete and accurate records.

Strong organizational skills.

Strong interpersonal skills.

Physical Requirements

Minimal to moderate physical effort required in performing duties under typical school office conditions. Frequently required to stand and walk over various surfaces. Ability to utilize and operate medical and office equipment. Vision and hearing at or correctable to normal ranges. Ability to sit, stand, reach, walk and hear. May be required to carry, lift or assist students in an emergency.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.