

JOB DESCRIPTION

JOB TITLE: SCICON Nurse (2225)

Job Summary:

The SCICON Nurse will assist the educational team in the camp setting environment in providing advocacy and supplemental school health and nursing services that meets the individual needs of students.

Essential Duties:

- Participates in the implementation of Mental Wellness Services, providing support to increase mental wellness of students;
- Provides a health check-in for all students upon their arrival at camp, including review of health history forms, collection of medications and documenting any other health situations that are presented or found upon arrival;
- Provides first aid to address immediate and emergency medical needs of students;
- Maintains/dispenses medications to provide students with prescribed medication on a scheduled basis;
- Interprets health findings to staff, parents, and doctors to respond to medical issues in the educational program occurring in a camp setting;
- Facilitates specialized nursing services to provide tube feeding, catheterizations, and other specialized health care services as outlined in the manual for specialized nursing;
- Communicates with school nurses, school districts, parents/guardians, doctors, and community agencies to facilitate services to students with special health care needs;
- Assess and evaluate the health of students on an ongoing basis;
- Communicates with parents/guardians regarding any health issues/major injuries with their student via phone or email;
- Consult, conduct, and serve as the health professional and resource person for in-service training for all staff that promote health and prevention education and safety;
- Informs SCICON staff, interns, and counselors of any individual student health needs in their individual groups;
- Informs kitchen staff of all dietary allergies and/or restrictions of students with identified food allergies/restrictions;
- Train and supervise nursing staff/unlicensed assistive personnel on a variety of specialized healthcare procedures and documentation of these procedures;
- Obtain Basic Life Support (BLS) Instructor Certification and conduct CPR and First Aid instruction as assigned;
- Review SCICON student health records and maintains a running accurate record of students with disabilities and/or health concerns or diagnosis;
- Interpret health findings to staff, parents, and doctors to respond to medical issues in the educational program taking place in a camp setting;
- Collect a variety of health data daily using an individualized school health data excel spreadsheet and report data directly to Program Manager of School Health Programs annually and more frequently upon request;
- Participate in ongoing educational activities related to professional issues; seek formal and independent learning experiences to develop and maintain clinical and professional skills and knowledge related to school health/nursing and/or pediatric health care and management;
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events as assigned;
- Be accessible to respond to emergencies via phone or physically, 24 hours a day when students are on campus overnight;
- Be flexible with work schedule to meet the complex student health needs and ensure safety of the students;
- Monitor and maintain health files on SCICON interns and counselors and assists with medication administration and individual health management as necessary;
- Monitor, evaluate, and make suggested modifications to camp procedures, facilities, and conditions that would create more health conditions in the camp;
- Openly communicate and collaborate with the SCICON Director and School Health Programs Manager to ensure the health and safety needs of students are met;
- Complete annual end of year SCICON data for School Health Programs to ensure that all medical records and pertinent documents are complete, filed and secured;

- Complete inventory of all medical products/equipment and submit a list of supplies needed for the following school year;
- Drive a vehicle to conduct work, using own transportation;
- Drive an off-road vehicle to reach students or staff located in more inaccessible areas on camp grounds;
- Travel between the city and county's school sites and other locations as indicated;
- Perform other related duties as assigned.

Knowledge of:

- principles, practices, methods, techniques and equipment used in health practice, assessment and preventative health care;
- laws and regulations relating to the role and scope of practice of the Licensed Vocational Nurse, Registered Nurse and School Nurse;
- health assessment and evaluation criteria;
- cardiopulmonary resuscitation (CPR) methods and procedures;
- first aid procedures;
- prescriptive medications and doctors orders for care;
- specialized nursing services;
- evidence based practice and continuous quality improvement;
- normal health and development as related to pediatric/adolescents;
- administration of medications, side effects, indicators and contra-indicators;
- causes and methods of control of various communicable diseases;
- immunization and blood borne pathogen procedures and regulations;
- principles and procedures of record-keeping and report preparation;

Skills to:

- assess students health and evaluate results;
- provide first aid care to students, school/SCICON staff, interns and counselors;
- dispense prescriptive medications;
- recognize a health emergency and act accordingly in a calm manner;
- provide specialized nursing services;

Ability to:

- plan, organize, identify and provide health care services to students;
- assess and evaluate student health and development;
- collaborate with program administration, staff, outside agencies and school districts in administering health services;
- maintain current and accurate records;
- attend IEP/IFSP meetings as a member of the educational team;
- develop and provide health case-management and related services to students with physical and other disabilities;
- counsel with parents, doctors, and agency personnel;
- supervise and evaluate the performance of health-related services of assigned personnel;
- communicate effectively both orally and in writing;
- interpret, apply, and explain rules, regulations, policies, and procedures;
- perform duties and responsibilities in an efficient and effective manner;
- work confidentially and with discretion in accordance with HIPPA and FERPA laws and regulations;
- attend meetings at various sites and locations;
- plan and organize work among multiple schools as assigned;
- facilitate and conduct in-service health care and other trainings for staff;
- maintain confidentiality of student health information;
- respond quickly and calmly in emergencies;
- establish and maintain cooperative and effective working relationships with others;
- provide health care services to students;
- counsel with parents, doctors, and agency personnel on an ongoing basis;
- physically get to remote locations on camp quickly and safely over uneven terrain;
- oral and auditory ability to use phone and emergency communication devices (i.e., walkie talkies);
- perform job responsibilities during daylight and nighttime hours;
- visually identify and respond to environmental hazards;

Education Required:

- Bachelor's Degree from an accredited college or university.
- Possession of a valid California Preliminary or Clear School Nurse Services Credential, or be eligible for a Preliminary School Nurse Services Credential.

Experience Required:

- Experience working with public schools, pediatrics, childcare centers, or related agencies.
- Experience in working in a camp setting as the camp nurse preferred.
- Experience in Clinical, Public Health or School Nursing preferred.

Other Requirements:

- Possession of a valid Registered Nurse License issued by the State of California
- Valid cardio-pulmonary (CPR) and AED certification.
- Valid California Drivers License and proof of automobile insurance.
- Department of Justice and FBI fingerprint Response.

Working Conditions:

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

Environment:

- Various outdoor and indoor locations, health office, lodge, cabins, hikes/trails, etc.
- Driving an outdoor recreational vehicle to conduct work or retrieve an ill or injured student from a location anywhere on camp site grounds.
- Regular interruptions.
- Work during daylight and nighttime.
- Small and large group meetings.

Physical Demands:

- Bending at the waist, kneeling, or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understand voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or health equipment.
- Sitting, standing and/or walking for extended periods of time.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) to seventy-five (75) pounds.
- Able to walk and/or run on a variety of different outdoor terrains and uneven surfaces.
- Able to work outdoors in a variety of different environmental elements.

Hazards:

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.
- Potential for interaction with students that have emotional disturbances and or aggressive behaviors or outbursts.
- Potential for interaction with assorted species of wildlife in the camp setting (i.e., snakes, ticks, bears, etc.).
- Potential environmental hazards could include but not be limited to any of the following: snow, high winds, wildfires, flooding, etc.

FLSA Status: Non-Exempt

October 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.