

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

OPPORTUNITY: School Nurse, RN
LOCATION: Idyllwild, CA
REPORTS TO: Justin Barrett
STATUS: Full Time – Exempt
SUPERVISES: None

Under the supervision of the Dean of Students and Health Center Coordinator the School Nurse is responsible for support in the operation of the school health center to supervise school health techs, perform nursing assessments and treat student and staff illness and injuries following the IAA Health Center Policy and Procedures. The School Nurse takes order from the physicians, set up medications through Idyllwild Pharmacy, and communicate to administrators, doctor's, parents, staff, and faculty as needed.

Duties & Responsibilities:

1. Performs nursing assessment and treats illnesses and injuries of students, faculty, and staff to include determining method of treatment per practice standards and guidelines, maintaining confidentiality, documenting, and notifying parents, guardians, and/or Emergency Medical Services (EMS) providers. Remain with and give comfort to the ill or injured student until released to class or the parent/guardian. Offer comfort measures to students with minor discomforts.
2. Observe and report any unusual behavioral finding or unsafe student activity to school administrators. Coordinate counseling appointments for students with mental health issues.
3. Assist in administration of medications according to physician and parent instructions; prepare related documents; communicate with physicians and parents to obtain authorization forms; notify parents or SchoolMed of prescription changes/refills as needed. Maintain contact with physicians as references and/or for consultations.
4. Maintain the health office in a clean, orderly and safe condition; dispose of biomedical waste and hazards according to established procedures; maintain inventory and order first aid supplies as necessary; prepare and restock first aid kits for classrooms, dorm offices and field trips as assigned. Ensure medications are secured in medication safe and room.
5. Maintain student health records (hard charts and SNAP school health center database) and accident reports. Ensure inclusion of treatment records/logs, immunization records, condition and allergy information, while assuring confidentiality at all times. Ensure all information is documented clearly, accurately, and legally.
6. Receive and review student health files incoming at beginning of year and from other schools; communicate with parents, physicians' offices, and other schools as needed to clarify or obtain information as needed.
7. Assure students have updated immunization records; review records of all students annually and notify students/parents of follow-up shots; prepare letters and notify parents and Dean as appropriate. Track requests sent home, such as for immunization records.
8. Inventory and order supplies to include determining how much to order and staying within budget.
9. Assist school administrators in the placement of medically involved students in mainstream curricular activities.
10. Conduct or organize periodic workshops and in-services to instruct school personnel in proper first aid, CPR, and related health procedures; develop and organize new health services and injury prevention programs for students, faculty, and staff.
11. Maintain professional standing through required continuing education to increase professional competence and to meet personal needs and goals.
12. Participate in shift report, faculty, dorm parent and other meetings as required

13. Advised and clear about role during fire and disaster procedure.
14. Operate a variety of office equipment including a computer and assigned software; use a variety of medical equipment and instruments as assigned.
15. Perform a variety of clerical duties; type a variety of reports, correspondence, forms, notices, and referrals; maintain files and duplicate materials as needed.
16. Perform related duties as assigned.

Knowledge & Skills:

Knowledge of:

1. Student health services related to injuries and illnesses.
2. School policies, procedures and practices related to health issues, medical terminology and related activities.
3. School policies and State regulations concerning immunization of school-aged children
4. Hygiene and health needs of school-aged children
5. Applicable sections of State Education Code and other applicable laws.
6. School organization, operations, policies, and objectives.
7. Telephone techniques and etiquette
8. Public health agencies and local health care resources
9. First Aid and age-appropriate CPR/defibrillator techniques.
10. Health and safety regulations.
11. Attendance procedures and related document preparation techniques
12. Modern office practices, procedures and equipment.
13. Record-keeping techniques.
14. Correct English usage, grammar, spelling, punctuation and vocabulary.
15. Oral and written communication skills.
16. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Assess and provide first aid care to ill and injured students, faculty, and staff.
2. Assist individuals with specialized health care needs.
3. Prepare and maintain a variety of medical-related records, logs and files.
4. Establish and maintain files, records, reports and referrals.
5. Understand and follow oral and written directions.
6. Meet schedules and time lines.
7. Plan and organize work.
8. Work with appropriate confidentiality with discretion.
9. Communicate effectively both orally and in writing.
10. Read, explain and follow rules, regulations, policies and procedures.
11. Apply appropriate care and procedures related to ill or injured students.
12. Perform clerical duties such as filing, typing, duplicating and maintaining records.
13. Operate computer and medical equipment as required.
14. Complete work with multiple and frequent interruptions
15. Comply with the school's customer service standards.

Educational/License Requirements:

Education / Experience:

- Graduated from an accredited nursing program.
- Minimum of one year of medical/clinical experience as a Registered Nurse.

License:

- Current valid CA State License as a Registered Nurse
- Valid Advanced First Aid and CPR Certificate issued by an authorized agency;
- CPR Certification must be renewed a minimum of every two (2) years.
- Valid California Driver License and insurance.

Working Conditions:

Environment:

- Office environment with constant interruptions.

Physical Demands:

- Hearing and speaking to exchange information in person, via email and on the telephone.
- Seeing to assess student injuries or illnesses.
- Dexterity of hands and fingers to operate a computer keyboard and medical equipment,

- Perform first aid and CPR.
- Sitting or standing for extended periods of time.
- Walking, possibly on hilly terrain.
- Pushing or pulling to assist students in wheelchairs.
- Lifting and carrying moderately heavy children.
- Bending at the waist and lifting.

Hazards:

- Contact with blood and other body fluids.
- Potential for contact with blood-borne pathogens and communicable diseases.
- Chemicals including antiseptics and disinfectant.
- Biomedical wastes and hazards.
- Contact with potentially violent students.

Working Relationships:

- Ability to maintain confidential and positive working relationships with administrators, faculty, staff, parents, students, school and community organizations and the general public.

PHYSICAL DEMANDS/WORK ENVIRONMENTS

WHILE PERFORMING THE DUTIES OF THIS POSITION AN INCUMBENT MAY BE REQUIRED TO:

- Specific vision abilities include close, distant and color vision perception and the ability to adjust eye focus.
- Reaching with the hands and arms and use of hands to manipulate a computer keyboard and mouse;
- Must be able to converse in clear English both written and orally, over a telephone and in person, and be able to make public presentations.
- Work hours vary and may include days, nights, and weekends.
- Occasionally, incumbent may be required to lift up to 25 pounds, traverse uneven terrain, climb stairs while moving about campus, bend and stoop, conduct tours, show visitors campus facilities, and provide their own transportation for local and remote events.

Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

Interested candidates should send a CV/Resume (PDF or Word doc format, only) and a letter of interest addressing their skills, abilities and experiences relevant to this opening.

Deadline for submittal June 14, 2019

Email to: employment@idyllwildarts.org

Idyllwild Arts is an Equal Opportunity Employer