



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Mary Carrington, HR Director – [mcarrington@cityofhaverhill.com](mailto:mcarrington@cityofhaverhill.com)

Denise McClanahan, HR Technician – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

August 9, 2010

PLEASE POST  
ANTICIPATED OPENING

**POSITION:** Public Health/School Nurse (DOE Certified/Civil Service position)  
Full-time/Part-time/Per Diem  
Inspections & Health Regulations Department

**HOURS OF WORK:** (Schedules to be determined) (Up to 42 weeks per year)

**SALARY:** \$809.97 per week (\$34,018.90 per year to start for FT positions)  
(According to Contractual Salary Schedule)

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Promote and maintain optimal physical and emotional health of students. Conduct health screening programs; vision and hearing postural, heights and weights and blood pressure. Notify parents on appropriate forms of failure and follow up on referrals. Submit medical forms for core evaluation and work with core team to set and maintain individual care plans and recommendations for individual students.

Provide first aid and emergency care in injury or illness to school population as documented in "Standing Orders for First Aid in School." Notify parents of illness and accidents, which occur during school hours and fill out appropriate accidents form. Monitor safety in school buildings and playgrounds and school cafeteria for food service and handling. Complete a medical needs list of students in the building and supply copies to appropriate personnel i.e. administration, physical education and appropriate teaching staff.

Administer immunizations required by Mass. Dept. of Public Health for school attendance and help nurses in other districts as necessary. Cover other districts when nurse is absent or ill. Keep daily log of students seen in health room. Maintain Health Records and document pertinent information. Supervise and administer prescribed medication and treatment during school hours. Inform teachers and staff regarding medical issues that may affect them. Act as a health resource person, have knowledge of community resources, and make appropriate referrals.

Maintain Health Room and assigned equipment and supplies. Assist in investigation of Communicable disease within the community and participate in any needed clinics. Counsel students and supervise treatments of individuals with specific health needs i.e.; child neglect and abuse, drug use and abuse, nutrition and teen pregnancy. Make home visits and follow up if necessary. Attend any Public Health Programs, seminars, or Professional meetings.



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## Page 2 - Public Health/School Nurse

Nurse may be assigned to duties (see following descriptions A & B) as directed by the Nurse Leader:

A) Classroom Nurse: Independently works as a Classroom Nurse. Assess and supervise medical needs of special education students in classrooms within the school district. Observe students and detect health needs. Administer medications and treatments as prescribed by physician. Treatments may include g-tube feedings, suctioning, positioning and other duties as collaborated with staff. Assist with parent conferences and be a liaison between parents, staff and physician. Update and create nursing care plan for each student in the class. Document treatments on student's health record and communication book as needed. Communicate with parents and staff in the event of injury or illness, assess student upon readmission to school after contagious illness. Administer first aid as needed to the students in the two classrooms. The nurse must be able to function independently, prioritize, and have good organizational skills and be able to multitask.

Submit medical forms for core evaluation and work with core team to set and maintain individual care plans and recommendations for individual students. Weekly report to building nurse on student health status. Maintain confidentiality of student's medical issues. Nurse should have knowledge base of building nurse assignment in the event assistance is needed.

B) 1:1 Nurse: Independently function as a 1:1 School Nurse. Meet assigned student at home and ride the bus to school spend the day with the student. Observe student and detect health needs. Administer medications and treatments as prescribed by physician. Treatments may include g-tube feedings, feeding suctioning, positioning, range of motion exercises as collaborated with staff. Help with activities within the classroom. Toileting and changing as needed when assisting a student. Assist with parent conferences and be a liaison between parents, staff and physician. Update and create nursing care plan for student. Document treatments on student's health record and communication book as needed. Communicate with parents and staff in the event of injury or illness, assess student upon readmission to school after contagious illness.

Submit medical forms for core evaluation and work with core team to set and maintain individual care plans and recommendations for individual students. Weekly report to building nurse on student health status. Maintain confidentiality of student's medical issues. Nurse should have knowledge base of building nurse assignment in the event assistance is needed.

The duties listed above 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.

### QUALIFICATIONS:

Applicant **must** possess a current, valid **Registered Nurse License** issued by the Massachusetts Board of Registration in Nursing and a **School Nurse Certificate\*** issued by the Massachusetts Department of



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Elementary and Secondary Education. **ConTest certification** though the Massachusetts Human Resources Division is/will be required (status of ConTest program to be determined).

Knowledge of present-day public health nursing practice including its' underlying principles and techniques; ability to recognize physical defects, and symptoms of diseases in individuals who should be referred to proper medical authorities; knowledge of the incidence and cause (if known) and modern control measures relating to communicable diseases' basic knowledge of maternal hygiene, and child health development (infant, pre-school and school-age); general knowledge of hygiene, nutrition, dental hygiene and environmental sanitation; knowledge of state health laws and regulations, and, state and regional resources.

Candidate will have knowledge of basic computer skills and will work with computerized school health records. Candidate must be CPR certified.

## **PHYSICAL REQUIREMENTS:**

Ability to move in and out of office, classrooms, buildings, and up and down stairs. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Ability to travel between schools as necessary. Strength to lift and/or carry materials/items/persons weighing up to 75 pounds with assistance as the students may need positioning. Pre-employment physical will be required.

## **CLOSING DATE:**

**AUGUST 17, 2010**

## **SUBMIT RESUME/ APPLICATION TO:**

Mary Carrington, Human Resources Director  
City of Haverhill  
4 Summer Street, Room #306  
Haverhill, MA 01830

**\*Please contact the MDESE at (781) 388-3300 for details concerning the School Nurse Certificate.  
[http://www.doe.mass.edu/Educators/e\\_license.html?section=k12](http://www.doe.mass.edu/Educators/e_license.html?section=k12)**

"THE CITY OF HAVERHILL IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER."