



POSITION DESCRIPTION

Position: Nurse

Classification: School Nurse

Reports to: Director of Pastoral Care

Tenure: Ongoing, Part-Time

The School Nurse, under the guidance of the Director of Pastoral Care, will focus on the provision of health care to meet the needs of students and, as required, staff and visitors. The School Nurse is responsible for maintaining programs which protect, oversee and maintain the physical, emotional, mental and social health of the College community in line with its policies and ethos. The role also manages students who have chronic health conditions or disabilities, including management of medication programs as required. The School Nurse will work with parents and teachers to create and establish care plans.

KEY RELATIONSHIPS: Director of Pastoral Care, Head of Boarding, Students, Staff, Visitors, Health Services Team

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

- Develop and implement procedures for crisis intervention for acute illness, injury and emotional disturbances
- Treat students and staff as needed
- Develop care plans for students with ongoing conditions
- Consult with teachers, school administrators and other school staff regarding student care
- Administer medication as required
- Provide care to College Boarders
- Perform standard health screenings
- Monitor student immunisation records
- Educate students and staff on health procedures
- Help students who have disabilities
- Provide treatment for IGSSA sports fixtures scheduled at the College
- Comply with College policies, procedures and maintain an active health and safety culture
- Other duties as required

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Registered Nurse (RN) licence

- Knowledge of state health regulations
- Knowledge of a range of health areas
- Knowledge of school laws and policies
- Ability to work independently or with others
- Very strong interpersonal, verbal and written communication skills
- Ability to assess situations and act quickly
- Communicate sensitively with staff, students, parents and public
- Compassion and understanding in working with children and young people
- Ability to deal appropriately with problems and maintain confidentiality
- Requisite computer skills
- Some flexibility with working hours

Desirable

- Experience in a comparable role
- Ability to remain calm and objective in stressful situations
- Experience in mental health support
- Experience working as a member of a team

3. TERMS OF EMPLOYMENT

- Term time only with salary to be annualised over the year
- Additional rostered hours paid as overtime to provide support to IGSSA fixtures
- Attend after hours College events as required
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: November 2021