

## JOB DESCRIPTION

# Substitute Nurse / PRN



CHERRY HILLS  
CHRISTIAN SCHOOL

The Nurse serves as a healthcare resource to students, parents and staff. The Nurse ensures that student's healthcare plans are followed and manages medical situations calmly. The Nurse adheres to strict confidentiality in accordance with HIPPA and FERPA.

*Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. Fully Known, Fully Loved, Fully His...Heart, Soul, Mind, Strength.*

## RESPONSIBILITIES

### Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

### Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

### **Efficiently Work Alongside Students, Parents, Teachers & Staff in Providing Healthcare Needs**

- Work closely with School Nurse to ensure high quality continuity of care for students
- Provide care for acute health needs
- Respond to all health emergencies in a calm manner
- Administer medication/medical treatment and maintain appropriate documentation in accordance with established school policies and Colorado state guidelines
- Maintain medical log for all clinic visits
- Document illnesses, first-aid and emergency assessment and treatment in CHC database
- Notify parents/guardians of injury/illness and need to pick-up student
- Complete accident/incident report according to CHC guidelines
- Contact parents/guardians of students with multiple clinic visits
- Understand and implement all building emergency procedures
- Update and maintain student medical information

### **Serve as the Child Care Health Consultant for Students Enrolled in the Preschool Programs**

- Attend the state-approved Child Care Health Consultation Introductory training
- Complete annual immunization training
- Complete Recognition and Reporting of Child Abuse & Neglect training (every three years)
- Provide documentation of current medical/nursing license, biography and training certificates to early childhood program

### **Cultivate Positive Relationships with Children and Families**

- Develop and maintain rapport with students and parents
- Represent Cherry Hills Christian in a favorable and professional manner
- Ensures accurate and timely response to communication requests
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents or staff
- Pray for the children and families you serve

### **Other Administrative Leadership Responsibilities**

- Is knowledgeable of Cherry Hills Christian policies and procedures and assists with day-to-day operations
- Assists in overseeing the maintenance of a clean, safe environment for school operations

### **Demonstrates a Commitment to Growth**

- Utilizes educational opportunities and evaluation processes for professional growth
- Attends appropriate staff meetings and trainings

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

### **Perform Other Duties and Tasks as Assigned**

## **SPIRITUAL GIFTS**

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Service, Administration, and Mercy.

## **QUALIFICATIONS**

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life.
- Must agree to the mission statement, values, and faith statement.
- Must be able to uphold and support the mission statement, values, and faith statement.
- Must be able to pass a criminal background check
- Current Colorado Registered Nurse License
- First Aid, CPR, BLS certified
- Working knowledge of current state and federal laws concerning student health and disease
- Previous school nurse experience preferred and/or experience working with pediatric population

## Substitute Nurse



- Previous experience managing diabetes preferred
- Proficient in use of technology and software including CHC's health portal
- Must have a flexible schedule to accommodate last minute requests

**POSITION TYPE:** On-call, Non-exempt

**HOURS PER WEEK:** Varies

**SUPERVISOR:** Director of Preschool