

School Nurse Manager

The Diocese of Fall River's Catholic Schools Office is seeking to fill a new School Nurse Manager's position. The School Nurse Manager will provide leadership and guidance for all health-related matters in the Diocese's Catholic schools. The Nurse Manager will work collaboratively with Catholic School leaders, school nurses, and school district liaisons to oversee standards of school nursing practice, policies and procedures. The School Nurse Manager will also oversee a diocesan-wide school health needs assessment to determine the schools' health priorities across the Diocese.

Responsibilities include but are not limited to the following:

- Works closely with school leaders and school nurses within the diocese's 22 Catholic schools.
- Adopts and implements innovative nursing practices to improve the operations of overall school health.
- Provides guidance in the writing and updating of diocesan school health policies and procedures.
- Provides consultation in operational, and personnel policies and procedures.
- Serves as consultant to school nursing staff and school administration in matters of nursing practice and school health.
- Provides guidance in the development and interpretation of infection-control policies and protocols.
- Serves as the point of contact for issues regarding public health safety.
- Oversees policy and procedure in regards to medication administration, storage procedures, and controlled substance regulations.
- Maintains student confidence and protects operations by monitoring confidential information processing.
- Ensures consistency in documentation guidelines for student health issues.
- Coordinates budget preparation for school health needs including analyzing variances and initiating corrective actions as needed.
- Provides oversight in the development of a nursing supplies inventory by studying usage reports; identifying trends; anticipating needed supplies; approving requisitions and cost allocations.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provides professional development opportunities for nursing staff.
- Serves as a liaison to area district nurse managers and maintains a cooperative relationship among nursing teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.

Qualifications for Nurse Manager

- 5+ years' relevant nursing experience
- Possesses active Massachusetts RN License in the state
- Minimum Bachelor of Science Degree in Nursing
- Possesses or be working toward MA Professional School Nurse Licensure
- Excellent interpersonal, written and verbal communication skills
- Strong leadership skills and ability to work collaboratively with a large team
- Able to work efficiently under time constraints

If interested, please send a cover letter and resume to Sharon Sampson, Executive Assistant to the Superintendent, at ssampson@catholicsa.org.

Deadline Date: September 10, 2020