

## **Roman Catholic Diocese of Fall River**

### **Holy Family-Holy Name School (91 Summer Street; New Bedford MA)**

#### **School Nurse**

#### **Summary:**

Holy Family-Holy Name School in New Bedford is seeking a full time school nurse who will be responsible for the healthcare of its students and staff members during school hours. Holy Family-Holy Name is a PreK-Grade 8 Catholic School in the Diocese of Fall River. The position will report to the school principal and will be based at the school address.

#### **Responsibilities (include but may not be limited to the following):**

- Utilize existing resources to provide appropriate healthcare to students and staff.
- Assess the status of student and staff immunization documentation when necessary.
- Promote an optimal level of wellness among students and staff.
- Develop and implement health plans for students with specific health needs.
- Carry out health assessments and screenings for deficits in vision, hearing, growth, and/or development of students.
- Plan and implement school health management protocols and procedures, especially for emergency situations.
- Provide referrals, to parents or staff, for intervention and remediation of abnormal or worrying health conditions affecting students.
- Provide ongoing health counseling to students, parents, and staff.
- Complete medical paperwork, when necessary.
- Attend various school meetings as needed or requested by the school principal.
- Teach classes on nutrition and health topics.
- Handle minor health issues that occur on a daily basis.
- Dispense students' prescribed medications.
- Ensure compliance with national and local health laws.
- Coordinate the school's response to infectious disease management.

#### **Qualifications:**

1. Qualified to practice as a Registered Nurse in the State of Massachusetts and holds an unrestricted license.
2. Massachusetts school nurse licensure preferred.
3. Certified in CPR.
4. Minimum of one year experience in public health nursing, community health nursing, school health nursing or pediatric nursing preferred.
5. Proficient in using Microsoft Office (Microsoft Excel and Word) or Google (Google Docs, Google Sheets).

6. Basic knowledge of computer software program(s) utilized to document student health records (i.e. SNAP) preferred, and willingness to learn/use this type of software program.
7. Strong organizational, communication and interpersonal skills and ability to work with all school constituencies (staff, students, parents).
8. Demonstrate awareness and support of the Catholic Church and its traditions.
9. Self-motivated individual able to work as part of a team or independently.

Candidates should submit a letter of interest and resume to Deacon Peter Schutzler, Principal, via email at [pschutzler@hfhn.org](mailto:pschutzler@hfhn.org).

If contacted for an interview, the candidate will also be asked to complete a diocesan employment application and provide 4 professional references. If offered a position, the candidate will need to complete Safe Environment Training and a Criminal Background Check including fingerprinting.