



Haak'u Community Academy

P.O. Box 545, Acoma, NM 87034 ☎ 505-552-6077

VACANCY ANNOUNCEMENT

Job Title: School Nurse

Pay Range: \$55-65,000/Annually

OPENING DATE: November 3, 2022

CLOSING DATE: OPEN UNTIL FILLED

Position Purpose: The School Nurse helps students attain an optimum level of physical, social, and emotional health HCA of students. In order to coordinate a comprehensive student health program, the School Nurse must work closely with the other staff.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Help students attain an optimum level of physical, social, and emotional health
- Establish and maintain a comprehensive health program for students, parents, and employees of HCA
- Ensure that all activities conform to district guidelines
- Communicate effectively with all members of HCA and community
- Work effectively with community organizations
- Develop forms for medical information
- Organization of records as it relates to immunizations, screenings, etc.
- Coordinate and collaborate with Physical Education Teacher on well-child clinics and health courses for school-aged children (puberty, self-care, health eating, exercise)
- Physical Requirements/Environmental Conditions:
 - Requires prolonged sitting or standing
 - Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
 - Occasional stooping, bending, and reaching
 - Requires some travel
 - Must work indoors and outdoors year-round
 - Must work in noisy and crowded environments
- Establish and maintain a comprehensive health program for students, parents, and employees of HCA
- Conduct student health appraisals, including:
 - a. Medical examinations
 - b. Vision screenings
 - c. Hearing screenings
 - d. Weighing and measuring
 - e. Follow-up of problems noted
- Consultation with teachers and parents regarding health problems
- Coordinate a program of communicable disease control based on New Mexico immunization laws

- Communicate with parents regarding immunization requirements
- Coordinate a comprehensive program of caring for students who are injured or who become ill at school
- Provide faculty and staff with first-aid training and supplies
- Assist in providing emergency care for accidents and sudden illness of students until parents assume responsibility
- Notify parents and building administrators regarding children who are severely ill or injured
- Prepare school accident reports
- Coordinate and supervise a comprehensive program of health education
- Encourage periodic health examinations for all children
- Confer with parents and community agencies concerning the health of children
- Assist in planning the health curriculum and instructional materials
- Assist in the prevention and control of communicable diseases
- Assist in referral and planning programs for exceptional children
- Counsel with teachers, students, and parents concerning children's individual health problems
- Maintain a cumulative health folder for each student, recording all data pertinent to the child's health
- Submit accurate and timely reports as required by various health agencies
- Immediately report to the Principal any safety hazards or unsanitary conditions observed in the school environment
- Order and maintain all supplies for the health service program
- Assist with enrollment procedures
- Keep abreast of new information, innovative ideas and techniques
- Obtain advance approval of the Principal for all activities and expenditures
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan
- Other duties as assigned by the Principal, or other Administrative Staff

MINIMUM QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none"> • Experience in an educational setting preferred |
| Education: | <ul style="list-style-type: none"> • Associate's degree from an accredited college/university • Current New Mexico State Board of Nursing License • CPR/First Aid/Bloodborne Pathogens certified |
| Other qualifications: | <ul style="list-style-type: none"> • Ability to communicate effectively to multiple audiences • Have a valid driver's license, be able to drive, and qualify under HCA's insurance carrier when driving a district vehicle • Able to perform all tasks identified in this job description • Excellent communication skills |

PREFERRED QUALIFICATIONS

- Keres speaking
- Bachelor's degree in Nursing
- Three years experience in an educational setting
- Effective communication skills, both verbal and written
- Flexibility, organization, decision making and problem-solving skills
- Ability to maintain positive relationships with students, parents, community members and staff

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Various conditions exist, and the noise level in the work environment can vary from moderate to high. Evening, weekend, and/or holiday work may be required. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, stoop, kneel, crouch, crawl, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Tribal Members, employees, vendors and staff.

INDIAN PREFERENCE

The Haak'u Community Academy Department of Education has implemented an Indian Preference Policy. It is the policy of the HCA to give preference to any qualified person who is an enrolled member of a federally recognized Tribe. The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference, HCA of Education shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
An employee will be asked to sign a confidentiality statement upon hire.

- Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Insurability Check: Current valid Driver's License. Candidates must be insurable through the school's Automotive Insurance Carrier to qualify for this position.
- Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

To apply, applications are available at the Haak'u Community Academy Human Resources office or by email at d.dekker@haakuca.org. All applications will be given consideration, however not all applicants will be called for an interview or contacted. Haak'u Community Academy is a drug free workplace.