VACANCY

at
RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

<table>
<thead>
<tr>
<th>TITLE: Registered Nurse</th>
<th>DATE TO BE FILLED: Immediately</th>
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<td>DEPARTMENT: TBD</td>
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RANK OR POSITION AND SALARY RANGE:
Registered Nurse C Negotiable

Essential Duties

Main Responsibilities of the Job

- To provide confidential health advice to individual students.
- To assess students who arrive in the sick bay and arrange a doctor's appointment.
- or, if appropriate, administer medication if required or send them to their lessons
- if they are believed to be well enough. If a student is judged by key members of staff to be too ill to come into the Health Centre, they will report this to the College Nurse who may need to visit the student in his/her room and make an assessment
- To manage and isolate students appropriately who may have an infectious disease
- To keep account of stock and reordering as required within a budget.
- To communicate with other members of staff regarding the welfare of students, but recognizing the importance of confidentiality and reporting appropriately to the Rust in line with College policy
- To contact, in consultation with the Personal Tutors, parents or guardians to secure information relating to a student's health and to comply with legal requirements

To assist in promoting health focusing on:

- Exercise and healthy eating
- Dealing with stress
☐ Mental health and wellbeing, including depression and bullying
☐ Drug and alcohol abuse and smoking
☐ To maintain communication with the doctors' surgery and other agencies in order to promote and maintain students' health and welfare
☐ To maintain the college in-house records system, of any matters related to the health and welfare of a student
☐ To monitor all students' medication as prescribed by the college doctor or brought from home and to carry out any necessary Risk Assessments. Parents may be contacted by the Nurse to confirm the correct dosage and storage instructions
☐ To monitor the safe storage of all medicines, to comply with statutory requirements and the College Policy
☐ To report students with contagious diseases to the local public health authorities for the purpose of minimizing infection and complying with legal requirements
☐ To respond to medical emergency situations
☐ To co-ordinate first aid training across staff body and including training in homely remedies for boarding staff
☐ To attend and contribute to College wide professional training
☐ To attend welfare and other meetings as required
☐ Preparation and maintaining student health records on using our electronic record
☐ School nursing practices related to safe practice within boarding schools
☐ To be an active part of the Rust program and develop the education health programme, including an understanding of current practices and trends relating to school health
☐ To arrange meetings/case conferences with other members of staff to discuss concerns about students
☐ To arrange meetings/events/activities to promote Rust College
☐ To help produce individual health plans for young people with disabilities or long term conditions
☐ To provide training for staff to support young people with healthcare needs such as asthma, diabetes or epilepsy
☐ To provide advice for staff on the management and control of infectious diseases.
☐ This job specification is subject to annual review by the Principal/Head of School. Any changes in substance or interpretation will be implemented after consultation with the post holder.
☐ Work within the guidelines and policy and procedure requirements.

**Education and other qualifications:**

- Graduate of an accredited school of nursing.
- Current licensure in good standing in the state of practice, and all other states where license is held.
- Evidence of 2 year of nursing experience in specialty within the past two years
- Evidence of BLS and all additional required credentials specific to nurse specialty and as designated by health care organization.

**QUALIFICATIONS:** The applicant must have a minimum of a Bachelor's degree. The applicant must have strong interpersonal, written, and oral communication skills. The applicant must also have good computer skills (knowledge of PowerPoint software is a plus). Additionally, the applicant must have the ability to transport, lift, and carry bulky recruitment materials to remote sites while working alone. The applicant must possess a valid driver's license.

**SPECIAL INFORMATION:** The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:
Corey Buchanan, HR Director
Rust College
150 Rust Avenue
Holly Springs, MS 38635
careers@rustcollege.edu

**CLOSING DATE FOR RECEIPT OF APPLICATION:** Open until a qualified applicant is found

**POSTING DATE:** March 5, 2021

Rust College is an equal opportunity/affirmative action employer.