



**The Achieve Program at Noble and Greenough School
Nurse Job Description
Summer 2021**

The Achieve Program, an educational enrichment program in Dedham, Massachusetts serving roughly 90 students in grades 6-8, is currently seeking a Registered Nurse for the summer of 2021.

Achieve partners with families to empower motivated students from underserved Boston communities to close the opportunity gap. With middle school programming and support through high school and college, our community provides transformative academic and enrichment experiences, and fosters enduring mentoring relationships that inspire confidence, learning and joy.

Achieve students are motivated, resilient and thoughtful young people who grow into extraordinary leaders. Our middle school scholars attend Boston's district and charter public schools, come from low-income families, and represent diverse ethnicities, religions, and family backgrounds. Achieve seeks to increase our students' academic skills, motivation, and self-confidence, and put them on the path to college.

Position Responsibilities:

- Assess and provide first aid care to ill and injured students, faculty, and staff.
- Review all health records of students and staff prior to the beginning of the program to ensure physical and immunization information is compliant with state regulations.
- Assist individuals with specialized health care needs.
- Perform duties as related to pandemic management including but not limited to monitoring compliance with Covid daily attestation app, conducting contact tracing in the school community, updating health protocols to reflect most recent guidance from MDPH and DESE, communicating positive cases to MDPH and local board of health, educating students, staff and families about risk mitigation.
- Maintain isolation room or area to separate anyone who has Covid-19 symptoms or who has tested positive but is asymptomatic.

- Remain with and provide care and comfort to ill or injured students until released to the parent/guardian.
- Communicate student health concerns, allergies and activity restrictions to teachers on as needed basis, with parent consent.
- Assume the responsibilities of a Massachusetts Mandated Reporter.
- Collect, review, and manage emergency action plans, medication, and treatment orders.
- Administration of medications according to physician and parent instructions. Communicate with physicians and parents to obtain authorization forms. Notify parents of prescription refills as needed. Maintain appropriate documentation and communication.
- Maintain a clean, orderly and safe health office. Dispose of biomedical waste and hazards according to established procedures. Manage medications in locked cabinets.
- Maintain confidential student health records and accident reports including treatment records/logs, emergency information, immunization records, disability, and allergy information.
- Attend and assist with health-related training in Achieve Staff Orientation. Train staff members on the approved health procedures and emergency medication administration.
- Prepare and restock first aid kits for classrooms as assigned.

Physical Demands:

- Physical demands are in excess of those for sedentary work and will require the ability to lift and transport up to 25 pounds, walk the campus, go up and down stairs, lift and push objects as well as stoop, squat, bend, kneel, sit and stand for long periods of time
- Employee is frequently required to talk and hear while performing duties of the job
- Communication skills using the spoken and written word
- Finger dexterity required to manipulate objects

Requirements:

- Degree from an accredited nursing program.

- Current valid MA State License as a Registered Nurse.
- Minimum of one year of medical/clinical experience as a Registered Nurse.
- Knowledge of state and federal health and safety regulations.
- Current CPR/AED/ First Aid Certificate issued by an authorized agency and renewed as necessary.
- Prior experience in school or camp serving students in Grades K-8 is strongly preferred
- Proficiency in written and spoken Spanish preferred

Dates (including orientation)

Tuesday, July 6, 2021 - Thursday, August 5, 2021 Monday-Thursday 8:30AM-3:30PM, Fridays off. Orientation will take place the week of June 28th and the nurse will be expected to be present on campus for 1-2 days (TBD) that week to perform health and safety related training with staff and review student medical forms.

There is the possibility for additional responsibilities related to the Upward Bound program, a 5 day residential program that welcomes 50 students from Lawrence High School to Nobles for six weeks of intensive study over the summer. A faculty composed mainly of Nobles teachers empowers students seeking careers in math or science. The program is the product of a partnership with the University of Massachusetts. UMBoston is still in the process of making a decision as to whether or not this program will be run in person for summer 2021.

To apply for this position, please email the following materials to achieve@nobles.edu by Monday, May 3, 2021:

- Current résumé and cover letter
- List of three professional references with contact information

We will review applications and fill positions on a rolling basis.