

Girard College Director of Health Services

Girard College is a full-scholarship boarding school for academically capable students from qualified families of limited financial resources. Girard College's mission is to prepare scholarship students for advanced education and life as informed, ethical and productive citizens through a rigorous education program that promotes intellectual, social and emotional growth. Girard College students will be prepared to complete a bachelor's degree in order to maximize their ability to pursue productive careers and be engaged citizens.

Position Description:

Reporting to the Vice President of Student Life, the Director of Health Services is responsible for supervision of the school nursing team, planning and developing departmental objectives, policies and procedures; implementation, and management necessary for the safety and wellness of students. The Director is the liaison for physician and dental providers. The Director of Health Services also provides administrative oversight for the College's Health and Safety Committee.

The Director supervises the schools nursing team to ensure that every child is in optimal health to facilitate learning. The Director focuses on supporting the physical, mental, emotional and social well being of the students to promote success in learning. The Director is responsible for managing the care for children in grades 1-12. Excellent communication skills and a very caring attitude are required to build positive relationships with students, parents and other staff.

Because students receive treatment for acute and long term medical conditions that may include diabetes, asthma, blood disorders, high blood pressure, seizure disorders, anaphylaxis, and etc. the Director assures that care and treatment are appropriate. Acute management can range from treating minor cuts and scrapes to medical emergencies requiring transport to other facilities. Medication administration ranges from over the counter to prescription medications. Providing basic first aid and medical care to other school staff is inclusive in the school nurse duties.

Duties and Responsibilities:

Healthcare

- Individualize care to meet the biophysical, psychosocial and educational needs of each student.
- Make referrals to the appropriate support staff when warranted or an expressed need.
- Assess, evaluate and treat minor to severe injuries according to nursing standards and school policy.
- Effectively communicate with families, the health care team and other school staff to provide continuity of care.
- Arrange and participate in mandatory health screenings for vision, hearing, and scoliosis. Make the necessary referrals and follow up on corrective actions as needed.
- Arrange and participate in annual immunization screenings for each student and make appropriate corrections to meet state mandated compliance. Administer vaccines when required.
- Administer prescribed and over the counter medication according to nursing standards.

- Provide health education and teaching to students as well as staff to promote health and wellness.

Administrative

- Proficient use of computers for e-mails, Word document, Excel, and power point. Familiar with Veracross or a comparable electronic medical record system.
- Maintain confidentiality of all information in student medical files and in the dissemination of verbal or written information to other staff and disciplines.
- Analyzes documentation of all student visits in the medical records and utilize the nursing process to manage care. Evaluates effectiveness of care given and documents the response.
- Demonstrate sound judgment and clinical knowledge in planning and decision making.
- Demonstrate the ability to function under stressful situations.
- Adhere to universal precautions and infection control guidelines.
- Demonstrate professionalism through appearance, attendance, performance, and communication at all times.

Qualifications:

The Director must demonstrate autonomy and the ability to manage a variety of health concerns as well as unexpected occurrences that may not be of a medical nature but one where the nurse is the facilitator for initiating the best intervention.

- Current PA RN Licensure
- Current CPR/AED Certification
- A minimum of 3-5 years previous supervisory experience in pediatrics
- A minimum of 3-5 years of previous experience with student service information systems, or patience data collecting and tracking systems
- Must be able to climb stairs in various campus buildings