

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

Ph. (360) 758-4300 Fax: (360) 758-3152

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Associate K-12 School Nurse

OPEN: October 5, 2021

EXEMPT: No

SALARY: (10) \$28.85-\$32.32 p/h DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full-Time (12 mo. Contract)

CLOSES: October 19, 2021

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: K-12 School Nurse RN

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Associate K-12 School Nurse will be responsible for assisting with overseeing and coordinating all K- 12 Health Services at the Lummi Nation School (LNS), Early Learning Center (ELC), Teen Parent Child and Development Center (TPCDC) and the neighboring Lummi Youth Academy (LYA). In collaboration with LNS, the ELC staff and LYA staff, parents, LIBC health professionals and the LNEB the Associate K12 School Nurse will adhere to the rules and regulations regarding federal laws, administration or medications, immunization requirements and file compliance.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Coordinate health services to Lummi Nation School, Early Learning Center, Teen Parent Child Development Center and Lummi Youth Academy students (and families by following an appropriate pediatric standard of care), managing the school health office visits using entry by date, and completing all required student health records.
2. Understanding vaccination requirements, and coordination with the Lummi Tribal Health Center, and Lummi Tribal Public Health officials as needed or required.
3. Keep health records and track all enrolled children (life threatening food allergies, physical, dental, mental health, nutrition, medical history, follow-up care, immunization, etc.)
4. Transition is underway to implement EPIC, electronic medical records including student health records, so nurse(s) will need to become familiarized and attain a working familiarity.
5. Lummi Nation School nurse(s) must also obtain a working knowledge of both Native American Student Information System (NASIS) and Skyward student data reporting systems of the Bureau of Indian Education and the Comprehensive Education Data and Research System (CEDARS) by entering students' health records in Skyward by Home Room
6. Assist parents when necessary with setting up medical appointments. Send out appointment reminders (mail and/or phone) with appropriate staff.
7. Contact parents either by phone or home visits to discuss their child's medical needs and/or follow-up with treatment plans to ensure families have a full understanding of the process and need for treatment.
8. Provide families with proper information and handouts regarding health concerns.
9. Notify parents of any health concerns that occur during school hours: i.e., if child becomes ill at school, injury at school, active head lice, physical and dental needs, etc.
10. In NASIS and in written contact logs document all phone conversations and home visits.

11. Collaborate with Lummi Health Center and any other medical professionals to ensure every child enrolled has a complete screening within 45 days of enrollment.
12. Collaborate with Administration. Family Support Assistant, LNS staff, ELC staff, TPCDC staff, LYA staff and LIBC entities to ensure cross component and wrap around services are implemented and maintained.
13. Collaborate with primary caregivers to ensure each child's needs are met in a timely basis and referrals are made and follow-up treatment is completed.
14. Responsible for inventory and maintaining first aid kits and ordering replacement supplies.
15. Responsible for ordering all health related supplies (latex gloves, toothbrushes, and fluoride tablets for children, any supplies needed for health related activities).
16. Organize training needs of staff, volunteers and parents related to the health needs of the LNS, ELC, TPCDC, and LYA program.
17. Collaborate with community resources to ensure community health education is incorporated in to the LNS, ELC, TPCDC, and LYA program.
18. Assist with providing bi-annual training to all LNS, ELC, TPCDC, and LYA kitchen staff to ensure students with life-threatening food allergies have meals that are prepared safely, there is protection from cross contamination and students are identified.
19. Meet with Food Service Manager monthly to review LNS monthly food menu to ensure food menus meet the requirement of any LNEB policies.
20. Assist with providing a bi-annually provide training for all LNS, ELC, TPCDC and LYA staff and volunteers about allergies of enrolled children; Student's name, picture identification, what they are allergic to, expected reaction and emergency procedures required if a child should have a reaction. This information will be provided to administration, classroom teachers and kitchen staff annual and updated as needed.
21. Work closely with student's medical providers to obtain doctor's diagnosis and orders in regard to allergies, i.e. food substitutes, medications, etc.
22. Obtain doctor's orders for any medication to be given at school (instructions, route, dosage, time given, side effects and emergency action).
23. Provide training to all staff and volunteers regarding administration of medication (technique, documentation, policy, doctor's order, etc.)
24. Assist with and follow-up on all referrals (hearing, vision and dental)
25. Assist with LNS and ELC health instructors and participate in health curriculum (nutrition, hygiene, oral hygiene, etc.) in the classroom.
26. Keep a supply of health information brochures available to parents and other community members
27. Attend all mandatory training and other recommended training.
28. Member of the Student Intervention Team.
29. Oversee and ensure medication administration at Lummi Youth Academy adheres to the policies and procedures of the LYA.
30. Ensure appropriate LNS, ELC TPCDC, and LYA support staff are adequately trained and monitored in the dispensing of medication under nurse delegation.
31. Coordinate and assist with LYA staff trainings on an annual basis to ensure policies are followed for tribal licensure rules and regulations.
32. Monitor and take appropriate corrective action when LJBC policies and procedures around the dispensing of medications are not adhered to.
33. Notifies LNS, ELC, TPCDC. and LYA direct supervisors and management of deficiencies or health safety concerns.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree (BA) -preferred
- Valid Washington State license as a registered nurse
- Washington State School Nursing certificate required or willing to obtain- preferred
- 1 year nurse experience

- 2 years of experience in office professions and file compliance.
- Valid First Aid/CPR card and ability to instruct such courses
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of Federal, State, Local and Tribal laws as they relate to the medical needs of students.
- Ability to perform routine physical activities that are required to fulfill job responsibilities.
- Ability to communicate-written, verbal and in presentation.
- Ability to be culturally sensitive in teaching and in relationships with students, parents, and community.
- Ability to inform, involve, and collaborate with parents and families to build strong school partnerships in the educational process.
- Ability to establish and maintain open effective communication and good rapport with students, parents and school personnel.
- Leadership skills, positive human relation skills and organizational/management skills.
- Knowledge and training in substance abuse prevention and intervention with at-risk students
- Knowledge of Special Education regulations
- Ability to inform and collaborate with parents and families to build strong school
- Ability to maintain confidentiality of records and information

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year (12 Month Teacher Contract)
- Salary depends on WA State Teacher Pay Scale.
- 90 Day Probationary Evaluation Period Applies.

EVALUATION

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.