

# Lummi Nation School

Educational Excellence for the Future



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

## JOB ANNOUNCEMENT

**JOB TITLE:** Associate K-12 School Nurse  
Lummi Nation School (LNS)

**OPEN:** August 9, 2022

**EXEMPT:** No

**SALARY:** (10/11) \$28.85-\$37.16/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** SY – 12 Month Teacher Contract

**CLOSES:** August 16, 2022

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Lummi Nation School

**SUPERVISOR:** K-12 School Nurse RN

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the K-12 School Nurse, the Associate K-12 School Nurse will be responsible for assisting with overseeing and coordinating all K- 12 Health Services in collaboration with Education Division staff, parents, and health professionals, adhering to the rules and regulations of the Privacy Act.

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

1. Coordinate health services to all the Education Division and their children and families.
2. Keep health records and track all enrolled children (life threatening food allergies, physical, dental, mental health, nutrition, medical history, follow-up care, immunization, etc.) for the Education Division.
3. Assist parents, when necessary, with setting up medical appointments. Send out appointment reminders (mail and/or phone) with family liaison.
4. Contact parents either by phone or home visit to discuss their child's medical concerns and/or follow-up treatment to assure families have a full understanding of the process and need for treatment. Provide families with proper information and handouts regarding health concerns. 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. Document all phone conversations and home visits.
5. 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.
6. Assist with and follow-up on all referrals (hearing, vision and dental).
7. Responsible for inventory and maintaining first aid kits and ordering replacement supplies.
8. Responsible for ordering all health-related supplies (latex gloves, toothbrushes, and fluoride tablets for children, any supplies needed for health-related activities).
9. Assist with organizing training needs of staff, volunteers and parents related to health for the Education Division.
10. Collaborate with community resources to assure community health education.
11. Assist with providing bi-annual training to all Education Department kitchen staff to ensure students with life-threatening food allergies have meals that are prepared safely, there is protection from cross contamination and individual child needs are being met.
12. Assist with providing a bi-annually training for staff and volunteers in regard to allergies of enrolled children to assure that all are aware of who has allergies, what they are allergic to, expected reaction

- and emergency procedures necessary if a child should have a reaction. This information will be provided to administration, classroom teachers and kitchen staff annually and updated as needed. Obtain doctor's diagnosis and order in regard to allergies, i.e., food substitutes, medications, etc.
13. Obtain doctor's orders for any medication to be given at school (instructions, route, dosage, time given, side effects and emergency action). Post doctor's order and side effects with medication and follow Medication Administration Policy when medications are administered.
  14. Track immunizations on all enrolled children and file immunization status report in child's file. Report immunization status with the Washington State Department of Health (WAC 246-105-160) by November 1<sup>st</sup> of each year.
  15. Attend all mandatory training and other recommended trainings. Keep personal training file updated.
  16. Member of the Student Intervention Team.

### **MINIMUM QUALIFICATIONS:**

- Must possess a valid Washington State license as a Licensed Practical Nurse (LPN)
- Valid Washington State License as a RN *preferred*
- Minimum of 1 year of nursing experience required.
- Prior school nursing experience *preferred*.
- 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.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

### **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](mailto: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.