

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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

JOB ANNOUNCEMENT **JOB TITLE: K-12 School Nurse**

OPEN: September 28, 2023

EXEMPT: No

SALARY: DOE

SHIFT: Flexible

LOCATION: Lummi Nation School

DURATION: Regular FT -12 Month Contract

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Administration

SUPERVISOR: Dean of Student Intervention

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Dean of Student Intervention K-12 School Nurse will be responsible for overseeing and coordinating the Health Services in collaboration with all appropriate Lummi Nation School (LNS), Early Learning Center (ELC), Teen Parent Child and Development Center (TPCDC) and Lummi Youth Academy (LYA) staff, parents, and health professionals, adhering to the rules and regulations of the Privacy Act. This position will also be responsible and point of contact for the new School Clinic site at the LNS.

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

1. Supervises the Associate Education School Nurse.
2. Coordinate health services to all the Education Division and their children and their families
3. Keep health records and track all enrolled children (physical, dental, mental health, nutrition, medical history, follow-up care, immunization, etc.) for all Education Departments
4. Assist parents, when necessary, with setting up appointments. Send out appointment reminders (mail and/or phone) with parent liaison.
5. Contact parents either by phone or home visits 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: 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.
6. Collaborate with Lummi Health Center and any other medical professionals to assure every child enrolled has a complete screening within 45 days of enrollment and to collaborate with all staff and LIBC entities in ensuring cross component efforts are maintained.
7. Collaborate with primary caregivers to assure each child's needs are met in a timely basis and referrals are made and follow-up treatment is completed.
8. Responsible for inventory and maintaining first aid kits and ordering replacement supplies
9. Responsible for ordering all health-related supplies (latex gloves, toothbrushes and fluoride tablets for children, any supplies needed for health-related activities).
10. Organize training needs of staff, volunteers and parents related to health for each of the Education Departments.
11. Collaborate with community resources to assure community health education.
12. Meet with Food Service Manager of the LNS, ELC, TPCDC and LYA to assure menus meet USDA requirements and individual child needs are being met.

13. Provide training for staff and volunteers in regard to allergies of enrolled children. To assure 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. Child's name, what they are allergic to, expected reaction and emergency procedure will be posted in the child's classroom, in the kitchen and placed in the child's file. Obtain doctor's diagnosis and order in regard to allergies, i.e., food substitutes, medications, etc.
14. Obtain doctor's order 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. Provide training to all staff and volunteers regarding administration of medication (technique, documentation, policy, doctor's order, etc.).
15. Observe and assist children in the classroom setting on the playground and at mealtimes. Document any pertinent information.
16. Assist with and follow-up on all referrals (hearing, vision and dental)
17. Oversee and participate in health curriculum (nutrition, hygiene, oral hygiene, etc.) in the classroom.
18. Track immunization on all enrolled children and keep in child's file and immunization status report. Report immunization status with the Washington State Department of Health (RCS 28A.31.1123) by February of each year on form DOH 348-014b.
19. Keep a supply of health information brochures available to parents and other community members.
20. Attend all mandatory training and other recommended training. Keep personal training file updated.
21. Employee shall perform his or her employment duties which include implementation of the approved curriculum, including reading programs, and attendance at all school-sponsored family nights, parent teacher conferences, and in-service and professional development programs sponsored by the LNS, ELC, TPCDC and LYA.
22. Member of the Student Intervention Team.

MINIMUM REQUIREMENTS:

- Washington State License to practice as Registered Nurse (RN) minimum-Required
- OSPI State School Nurse Certification- Required
- 1 year of office professions.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Computer knowledgeable and/or willing to learn (Word, Excel, and WebWISE Database)
- Good communication skills (oral and written).
- Experience working with Native American students and families.
- Obtain a First Aid/ CPR card on yearly basis.

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 Contract).
- Salary depends on qualifications.

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) 312-2205. 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.