

SCHOOL NURSE ASSOCIATE

PURPOSE:

- Provides nursing care for students with chronic or special health care needs in the elementary, middle and high school setting under the direction and supervision of a Milwaukee Public Schools Nursing Supervisor.

ESSENTIAL FUNCTIONS

- ◆ Performs direct intervention tasks such as taking vital signs (*blood pressure, temperature, pulse and respiration*), performing CPR/AED (Automatic External Defibrillator) and utilizing child specific emergency protocol as required, and handling illness/injury of students according to Red Cross and MPS policies, and insuring safety of students and self using medical aids and/or body mechanics to turn, transfer, or ambulate students.
- ◆ Reinforces teaching provided by registered nurse to students, and facilitates student compliance with health screening programs suggested by School Nurse and/or School Nurse Supervisors.
- ◆ Identifies and reports notable changes in a student's medical condition or need for medical attention due to illness, accident, injury or general observation to either the School Nurse Supervisor or Principal(s).
- ◆ Reports to the School Nurse Supervisor any safety hazards which would jeopardize the student while in transit to and/or from home or school.
- ◆ Performs all necessary administrative duties involved in confidentially documenting student care consistent with recognized protocol, and maintaining health records, logs, and standardized forms.
- ◆ Orders, maintains and properly stores all necessary supplies and equipment in the MPS health office.
- ◆ Directs delivery of health care services to students by carrying out the following tasks: 1) operating, inserting, checking, and cleaning medical equipment such as suction machines, humidification systems, oxygen delivery systems, apnea monitors, AED and manual resuscitation bags, 2) administering prescribed medicines, and 3) providing care for students with tracheostomy or ventilator dependence including tracheostomy care, changing tracheostomy tube ties and suctioning. Reports malfunctioning equipment to School Nurse Supervisor promptly.

Conditions of Employment: School Nurse Associates work a 189-day work year, 6 hours per day.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Graduation from an accredited and State Board-approved practical nursing program.
NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to ATTN: SNA, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Rm 706, Milwaukee, WI 53202. (*Student copies are acceptable.*) Only applications with transcripts will be considered; applications without transcripts will be rejected.
2. Current and continued status, in acceptable standing, as a Licensed Practical Nurse (LPN) by the Wisconsin Board of Nursing.

School Nurse Associate

3. Valid driver's license and availability of a properly insured vehicle at time of appointment and throughout employment. Car allowance provided.

DESIRED QUALIFICATIONS:

- One or more years of experience working one-on-one with school-aged children (*ages 3 to 21*) with chronic or special health care needs OR assisting patients with lifelong disabilities.
- The ability to speak Spanish or Hmong.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the equipment, medications, and procedures used in the daily care of students with special medical needs.
- Knowledge of emergency response protocol and infection control guidelines.
- Ability to use proper body mechanics to move students and to transport objects weighing up to 50 pounds.
- Ability to perform mathematical calculations.
- Good interpersonal and customer service skills.
- Ability to cope with human suffering, emergencies, and other work-related stresses.
- Ability to work independently under limited supervision.
- Ability to keep clear, accurate, and complete records.
- Knowledge of federal and state privacy rules.

THE CURRENT 10-MONTH SALARY RANGE IS: \$23,233 - \$29,568 annually (\$20.49 to \$26.07 hourly at 30 hours weekly) with excellent benefits. (*Rates do not reflect possible earnings for additional summer assignment.*)

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **September 13, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information may be obtained in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, by visiting www.milwaukee.gov/jobs, or by calling (414) 286-3751.