



WESTRIDGE SCHOOL

Part-Time Nurse and Data Entry Aide

Westridge School is seeking a part-time Registered Nurse & Data Entry Aide. This position reports to the Director of Health & Wellness and is designed to assist in the daily operation of the school health office, providing coverage for the office when the Director is attending meetings or teaching class. The position may require anywhere from 8 to 16 hours per week between August and June. The schedule will be determined well in advance, but will not be consistent week to week. This position will work on a school calendar: school holidays will be paid on a pro-rata basis.

Now in its 94th year, Westridge is an independent day-school for 500 college-bound girls in grades four through twelve, located in west Pasadena. Westridge School is an equal opportunity employer. For additional information, please see: www.Westridge.org

Responsibilities:

Function independently, providing limited first aid and emergency health assistance to students, and follow-up with school personnel and families, and when necessary:

- administer prescribed medications to students according to physician's instructions; dispense medications based on established procedures
- assist students with physical care activities
- interact with school personnel as well as parents of students with professionalism and understanding
- contact parents, paramedics, and professional medical personnel as required by the nature of the emergency.

Perform a variety of clerical functions, including updating and maintaining student health records in school health data base:

- understand and input data into the school health data base
- maintain records and documentation related to student medication and physician's instructions
- record services rendered and interpret and explain records, reports and activities
- maintain lists of students with special health problems and provide relevant information to school personnel in order to provide appropriate assistance to students on field trips and off campus activities
- report suspected child abuse immediately to supervisor
- order necessary supplies and assist other school personnel
- perform other related duties as assigned.

Qualifications:

- 1 to 2 years experience in independent school nursing preferred
- RN / Bachelors degree preferred
- valid First Aid, CPR and AED Certification from the American Red Cross (ARC) or American Heart Association (AHA)
- proficiency with Microsoft Office software
- ability to complete detailed data entry with a high degree of accuracy
- patient, understanding and receptive attitude toward children with an illness or injury
- ability to work confidentially with discretion
- ability to communicate with others regarding a variety of health-related activities or concerns
- ability to understand and follow oral and written directions
- ability to understand and apply rules, regulations, policies and procedures
- ability to sit or stand for extended periods, use a step ladder, assist in fire and earthquake drills.
- ability to provide rapid response to emergency situations on campus

Salary and Benefits:

The salary range for this position is negotiable depending on experience and capabilities, but the school anticipates a range between \$24 and \$36 per hour. Westridge has a fun and exciting working environment, and ample holiday and vacation schedule.

Resumes should be sent to: Jobs@Westridge.org

Westridge School is an equal opportunity employer and complies with all federal, state and local laws. We do not discriminate on the basis of race, ethnic or national origin, religion, age, gender, sexual orientation, disability, or any other characteristic protected by law.