



Job Advertisement

SCHOOL NURSE – PART TIME Town of Bedford Board of Health

The Town of Bedford Board of Health seeks an energetic and team-oriented individual for the position of Part Time School Nurse within the Bedford School System working for the Bedford Board of Health. This position will be part of a progressive student health team and will report to the Director of Public Health. Duties include, but are not limited to: floating among the four public schools in Town as a second school nurse or sole nurse in the event the school nurse is absent; assisting with completion of medical records for school sports physicals; collecting medical information and preparing records for incoming students; conduct mandated screenings – postural, hearing, vision and BMI; establishing and maintaining a comprehensive School Health program; comprehension of the health needs of children; collecting and evaluating student health data to form a nursing diagnosis and nursing care plan; collaborating with school health partners to ensure quality of health care provided to children; and the ability to work in a busy office with minimal medical supervision. The part time nurse works some of the required hours during summer acquiring student medical information and preparation of medical records for incoming students. Other duties may include participation in the school health and wellness committee and safety or emergency preparedness planning committees and assisting with the development and of school health policies. The Part Time School Nurse must be a team player, highly organized and self-motivated.

The successful candidate will possess exceptional attention to detail, excellent communication skills, ability to work with confidential information, and have experience with personal computers and software including Microsoft Word, Excel and Aspen.

Minimum requirements include: a valid license as a Registered Nurse with the Massachusetts Board of Registration; a Bachelor's Degree in Nursing; current School Nurse Licensure with the Department of Elementary and Secondary Education (DESE) or ability to obtain licensure within 2 years; current and valid certification in CPR and First Aid; and, current and valid Motor Vehicle Driver's License. Strong preference will be given for previous relevant school health experience.

The FY15 hourly range for this position is \$29.46 to \$36.90 depending on experience, education and licensure. The Town of Bedford offers a comprehensive benefits package.

Application for employment may be downloaded at: www.bedfordma.gov/employment

Please send resume, application (required), and letter of interest to:

Sarah Buhler, Human Resources/Management Analyst
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310

The deadline for receipt of applications is Friday, May 30, 2014.

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer