

## **Open Position**

### **Registered Nurse**

#### **Position Overview:**

Under the supervision of the Nursing Coordinator and the general direction of the Director of Health & Well-Being and the Director of Student Services, the Nurse focuses on serving each student's medical, psychological and health needs as they arise.

#### **Essential Responsibilities:**

1. Prepare, coordinate, monitor, and document effectiveness and side effects of all medications distributed to Brehm students and OPTIONS students, excluding OPTIONS Extension Phase students.
2. Make daily nursing assessments regarding students' medical needs and state of health, and provide needed care. This includes the necessary follow-up with physicians, attention to physicians' diagnoses, and carrying out the physician's ordered treatments.
3. Schedule students' medical appointments, and facilitate companionship (as needed) and transportation to the appointments.
4. Educate and counsel students on an individual basis regarding their individual medical health issues.
5. Act as a liaison with parents, staff, and medical providers.
6. Shared on-call duties to deal with medical issues as they arise after hours. May occasionally need to return to the Brehm campus/OPTIONS apartments or a hospital after hours to manage emergency medical needs.
7. Coordinate medical programs and curriculums that enhance the growth of the students.
8. Complete documentation of signs and symptoms, physician's diagnosis, treatment and resolution of the issue with attention to dates and duration.
9. Review and manage medical records including physicals, permissions for emergency care medication sheets, and immunization histories. The School must have these updated and in compliance with Illinois law and Brehm's admission policy. This includes ensuring that copies of permission for emergency care and insurance information of students available in appropriate Brehm dorms/OPTIONS apartments and all vehicles.
10. Participates in staff meetings at Brehm and OPTIONS to staff all students.
11. Provide in-service training with staff regarding health assessments and general health information, emergency procedures, medication side effects, wellness, and prevention.
12. Order and stock all medical supplies needed throughout both campuses.
13. Implement and maintain the OSHA rules and guidelines regarding bloodborne pathogens.
14. Read and respond to emails daily while working
15. Other duties as assigned.

#### **Educational Requirements:**

- Bachelor's degree required
- School Nurse certification preferred

#### **Knowledge and Experience Requirements:**

- Psychiatric nursing experience, highly preferred
- Experience with acute hospital, adolescent health care, home health and/or public health, or previous school nurse experience, preferred
- Must have a minimum of 5 years experience as an RN
- Must be CPR certified
- Teaching knowledge and skills in the areas of health education, human sexuality, substance abuse, nutrition, and weight maintenance and loss
- Proactive approach regarding health, and must have a comprehensive wellness focus to nursing
- Good communication skills, especially regarding problem-solving, education, therapeutic support, and encouragement

#### **Conditions of Employment:**

- Registered nurse with valid Illinois licensure

- Ability to pass a criminal background check
- Ability to pass a driving background check
- Valid Illinois driver's license
- Valid vehicle insurance

**Department:**

- Health and Well-Being

**Supervisor:**

- Nursing Coordinator

**Supervision of Others:**

- None

**Physical Requirements:**

- Must be able to execute motor movements required to provide medical care
- Coordination of both gross and fine muscular movements, equilibrium, and integrated use of the senses of touch and vision are necessary

**Working Conditions:**

- Mostly indoor office work
- Occasional outdoor experiences on Brehm campus or at the OPTIONS program

**Work Hours:**

- Monday through Friday, usually from 7:30 a.m. until 4:00 p.m.
- Some variances in start and end time will occur, as needs arise
- After hours on-call, as determined by scheduling needs
- Special Weekend events are required

**Conditions of Employment:**

- A valid driver's license, or ability to obtain a valid Illinois driver's license within thirty days of hire
- Ability to pass a background check
- Ability to pass a driving background check
- Ability to pass a physical exam
- Ability to become a Mandated Reporter for Child Abuse and Neglect
- Valid vehicle insurance
- Ability to maintain a clean driving record
- Ability to maintain a valid Illinois Driver's License

**Benefits:**

- Dental/Vision/Health/Life Insurance
- Retirement Account [403(b)] with employer matching
- Standard Holidays
- Paid Time Off
- Professional Development Reimbursement

**Department:**

- OPTIONS

**Compensation:**

- Salary, based on experience

**Position Availability:**

- Immediate

**Application Deadline:**

- Until Filled

Please submit your resume, official transcripts, and internal application directly to the Director of Human Resources via [brehm.aaimtrack.com](http://brehm.aaimtrack.com). Faxed, hand-delivered, and mailed submissions are accepted. Brehm Preparatory School, Inc., is an equal opportunity employer.

Director of Human Resources

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[brehm.aaimtrack.com](http://brehm.aaimtrack.com)

[www.brehm.org](http://www.brehm.org)

[www.experienceoptions.org](http://www.experienceoptions.org)