



**Job Title:** Registered Nurse  
**Department:** Health Center  
**Reports To:** Health Center Director  
**Status:** Non-Exempt/Hourly, Staff, Part-time, Non-Benefited

### **SUMMARY**

We need an additional part-time Registered Nurse. Health Center staff support the Health Center with daily operations and care for our boarding and day student community. Ability to work one day/evening shift as well as do evening on-call work.

### **RELATIONSHIPS**

All Health Center staff report to the Health Center Director. They work closely with students, faculty, parents, staff, other health professionals, outside vendors and inspectors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The institutional character of the boarding school environment requires that job responsibilities may be scheduled throughout the day, in the evenings, during meal periods and on weekends. Specific responsibilities include, but are not limited to:

- Operate The Webb Schools' Health Center during specified hours.
- Participate in Webb's COVID prevention plan including administering regular screening testing
- Utilizing the nursing process and The Webb Schools' Nursing Protocols, assess, diagnose, and prescribe a treatment plan of care for students and staff. Treat acute and chronic illnesses and injuries under the direction of the schools' medical director.
- Assess and provide initial first aide and treatment for emergencies. Maintain adequate first-aid supplies in dorms and administrative buildings.
- Properly treat, process, and refer work related injuries. Engage in good communication with the Director of Human Resources regarding employee injuries.
- Acquire and/or arrange appropriate level of off-campus medical interventions as indicated. Utilize EMS system appropriately.
- Maintain student and employee health records in compliance with state and federal regulations.
- Proficient in the utilization of the computer for documentation.
- Participate in development/implementation of student health programs with emphasis on wellness promotion and injury prevention.
- Communicate effectively with students, advisors, parents and co-workers to ensure optimal mental and physical health of students.
- Supervise and document the administration of medication for students requiring prescription medication. Communicate with parents as needed regarding ongoing medication needs.
- Maintain method of communication (i.e., call/message center/cell phone) while on-call with response time of less than 20 minutes, as warranted.
- Set priorities and demonstrate appropriate and cost-effective use of Health Center resources.
- Help maintain adequate levels of supplies/medications in the Health Center. Ensure that student charges are initiated at time of service for chargeable items.
- Provide verbal and/or written information in a timely, organized, concise and clear manner. Give accurate, complete report to on-coming staff.
- Maintain an appearance, in both dress and grooming, that is appropriate while on shift. Wear name tag as mandated.

- Demonstrate cooperative behavior to promote spirit of teamwork among co-workers. Take initiative to see what needs to be done and take action to see that it is accomplished.
- Participate in The Webb Schools' Health Center annual competency evaluation as mandated by the standardized procedures. Maintain current certifications, as required.
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory duties.

### **EDUCATION, QUALIFICATIONS AND EXPERIENCE**

Five years acute care experience and ER/Urgent Care experience preferred. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, this individual must be capable of independent judgment and action when no direct supervision is available.

### **PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF**

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

### **OTHER REQUIREMENTS**

A valid California driver license with a satisfactory motor vehicle record. A criminal background check must be successfully completed before employment can begin.

### **PHYSICAL REQUIREMENTS**

The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Interested candidates should send their resume to:

**Rachelle Sesma, Director of Human Resources**

[careers@webb.org](mailto:careers@webb.org)

or fax to (909) 482-5272

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