

Title: Director of Student Health Center/School Nurse  
Department: Student Health Center

Reports to: Headmaster

Georgetown Preparatory School, located outside Washington, DC and founded in 1789, is an independent, Jesuit, college preparatory, residential and day school for young men in grades 9-12. Enrollment is approximately 500.

**Summary of Position Purpose**

The Nurse is responsible for the management and implementation of the school health program, which is consistent with the State of Maryland regulations governing school health and nursing practice.

The Nurse hours are Monday - Friday 7:00 a.m. - 3:00 p.m., year around (with flexibility in summer) to care for the health needs of the students, and others while at the school. The Nurse will oversee the daily clinical operations and provision of care required for the Health Center to serve as an ambulatory care clinic, medication dispensary, and infirmary. The position requires record keeping and review.

This is a supervisory position, overseeing a part-time nurse/assistant.

**Duties and Responsibilities**:

* Provide assessment and nursing care for students and staff as needed.
* Collect, maintain, evaluate, and update health data for all students; communicate with advisors, dorm parents, and student’s parents throughout the year regarding changes in health status.
* Communicate any special requirements or precautions to faculty/staff/dorm parents on a need-to-know basis; provide adults with the training necessary for the health and safety of all students.
* Oversee prescription and non-prescription medications in accordance with state regulations, including storage and handling and documentation.
* Use electronic health records (currently Magnus Health) to document all student visits.
* Promote and assist in the control of communicable diseases through immunization screenings, influenza vaccine administration, and the early detection, surveillance, and reporting of contagious diseases.
* Collaborate with the school physician and other healthcare professionals to assure that appropriate diagnoses and treatments are provided for students as needed, either on or off-campus. This includes making appointments for boarding students, arranging transportation, and accompanying students to outside medical appointments.
* Collaborate with Athletic Trainers.
* Collaborate with Dean of Students Office to share information about health-related absences.
* Dispense and distribute weekend medications for boarding students to dorm parents.
* Maintain EpiPens and first aid kits. Maintain accurate documentation of all medications. Maintain and control Health Office supply inventory.
* Manage infirmary with students needing isolation/special care.
* Serve as a member of the Student Assist Committee.
* Other Health Office duties as needed.

**Qualifications**:

* Bachelor’s degree in Nursing and Registered Nurse (RN) license BLS/CPR certification
* A minimum of 2 years of nursing experience
* Knowledge of school policies and health and safety protocols
* Technical experience with recordkeeping and Microsoft Office; MAGNUS experience preferable
* Excellent written, oral, and interpersonal skills; and comfortable with organizing health-oriented presentations as needed
* Ability to work with students, as well as volunteers of all ages;
* Ability to assess situations and act quickly
* Knowledge of state health regulations
* Ability to multi-task

The ideal applicant also has experience with and/or appreciation for the Jesuit model of education, and the desire to train and care for the whole student in accordance with the Jesuit philosophy of cura personalis. Georgetown Prep requires a commitment to the mission and values of the school, as well as the willingness to contribute to the co-curricular program.

Successful candidates may also be eligible to apply for a role working with the boarding community in the dormitories. Faculty and staff who also work as dorm parents are provided with housing accommodations and additional benefits. Georgetown Prep offers a comprehensive and competitive benefit package (including health, disability, Sick and Vacation leave, 403B retirement plan with match, and a variety of other employee valued benefits).

**How to apply:** All interested candidates should submit their application through our website Employment section. Candidates should include the following:

1. A letter of interest

2. Resume

 To apply, please begin the application process by clicking on this link:

<https://forms.veracross.com/Forms/gprep/ApplicationforEmployment/StartNew.aspx>

**As a Catholic institution, Georgetown Preparatory School is an Equal Employment Opportunity employer in compliance with all applicable EEO laws.**

More information about Georgetown Prep is available at [www.gprep.org](http://www.gprep.org/).