



PYRAMID LAKE JR. /SR. HIGH SCHOOL
P.O. Box 267 - 711 State Street
Nixon, Nevada 89424-0267
Phone: (775) 574-1016 ❖ Fax: (775) 335-1047



JOB ANNOUNCEMENT

Open Date: May 17, 2021
REPOSTED: July 7, 2021

Closing Date: OPEN UNTIL FILLED

Position: **SCHOOL NURSE**
Where: Pyramid Lake Jr./Sr. High School, Nixon, NV 89424
Salary: CERTIFIED POSITION - Depending on Experience
Supervisor: Principal

Scope of Position:

The School Nurse is responsible for planning, implementing, coordinating and evaluating school health services for students, athletics and staff within the Pyramid Lake Jr./Sr. High School. Services provided will maximize the quantity of in-class time by reducing the incidence of health related absenteeism, eliminate or minimize health problems which may impair learning, and promote the highest degree of independent functioning possible.

Duties & Responsibilities:

- Screen students or staff to determine the nature and extent of health care required.
- Maintain confidentiality according to HIPAA, Federal and other related laws and regulations.
- Obtain and update a health history for each patient.
- Interpretation of signs and symptoms specific to conditions reported by students, athletics or staff; take and record vital signs; observe irregularities in patients' appearance and behavior; review status of medical history; and request minor lab functions as conditions warrant.
- Provide basic healthcare of students in case of injury or acute illness.
- Application of life saving techniques in emergency situations by operating oxygen and resuscitative equipment to maintain or facilitate patient respiration or to perform other emergency actions as required or needed.
- Develop health plans for students with chronic illnesses and disabilities.
- Educate students and staff on healthy habits, such as proper nutrition and hygiene.
- Communicate with the parents and PLHS staff (who have a need to know), concerning a student's health problems, encourage parental involvement in prevention and treatment to health problems, etc.
- Notify parents of concerning emergency matters or serious health issues, and encourage to accompany the student for appointments.
- Maintain an accurate health file of each student, keep a daily log of students that includes time, date, symptoms, reason for coming to the nurses office and which treatment was provided, if any.
- Administer prescribed medication (with prior written parent/guardian approval) to students as documented; attend to students' individual needs as students come into the nurse's office.
- Will work closely with Indian Health Service (IHS) officials in emergency and everyday health problems of students (clinic, dental and vision), send clinic referrals, maintain up-to-date immunization records and set up various screenings for students as needed.
- Ensure school environment is safe for students and school staff (e.g. prevention of communicable diseases). Develop and implementation of a student health plan.

- Plan and implement a school health management protocol.
- Participate in home visits when indicated to assess the family needs as related to the student's health.
- Serve as a resource person to the school staff.
- Provide consultation in the formation of health policies, goals and objectives for the school.
- Initiate requests for supplies and maintenance to ensure continuity of nursing services and facility and equipment operation.
- Perform other related work as required

Educational & Special Requirements (Degree/Licenses):

Graduation from an accredited college or University with a Bachelor's of Science in Nursing. Must possess a current license to practice as a Registered Nurse in the State of Nevada. Preferably one year work experience in public health nursing, community health nursing, school health nursing or pediatric nursing.

Must be certified in CPR or demonstrates knowledge of Basic Life Support (or obtain in the first 6 months of employment).

Required Skills & Knowledges:

Knowledge of the principles, practices and procedures of professional nursing and involves consideration of the physical, emotional, spiritual and socio-cultural aspects of health care. Knowledge of health record aspects of patient care and ability to accurately and completely document clinical related data. Knowledge of causes and means of transmission and methods of control of communicable and sexually transmitted diseases and women's health. Knowledge of disease entities in order to recognize complications and therapeutic interventions required. Knowledge of human behavior during stressful situations in order to exercise emotional control, tact, patience and reliability in carrying out patient care. Knowledge of the availability and use of resources designed as primary care and referral services. Knowledge of HIPAA and other Personal Identifiable Information safe guards, laws or regulations.

Ability to recognize adverse signs and symptoms which are not always apparent and to react promptly in emergency situations including the implementation of life saving procedures. Ability to develop patient care plans to meet the need of patient. Ability to provide individual counseling, guidance and health instruction to help patients understand how to prevent disease and maintain good health.

You may contact Human Resources at (775)574-1016, Ext. 1005 for more information and to obtain an application. The High School must receive the completed applications & required attachments on the closing date before 3:30 p.m. All applicants are required to comply with our Drug-Free Workplace Policy and are subject to further drug & alcohol testing throughout their employment. All employees must comply with the High School's background investigation as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25U.S. Code Section 472 and 473). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference. The Pyramid Lake Jr./Sr. High School is operated under the Tribally Controlled Schools Act of 1988. Pyramid Lake Jr./Sr. High School is required to comply with the Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. An offer of employment with the Pyramid Lake Jr./Sr. High School will be contingent on the applicant's ability to pass a pre-employment drug/alcohol test. The selected applicant/contractor shall adhere to a background check (Section 3 Human Resources, 3.36 Personnel Hiring).