



**Job Title: School Nurse (full or part-time)**

**Department: Staff**

**Reports to: Upper School Dean of Students**

The Steamboat Mountain school is seeking a skilled and experienced School Nurse to join the school for the 2022 academic year. This position can be structured as a full time or part time position depending on the skills and desires of the successful candidate. Steamboat Mountain School (SMS) is a K-12 day-boarding school in Steamboat Springs, Colorado spread across two beautiful campuses. The School Nurse will oversee health & wellness across both campuses, but will focus their attention on the Upper School “Mountain Campus” to provide comprehensive oversight of all student health needs.

The ideal candidate has a current and active license as a Registered Nurse in the state of Colorado and a minimum of three years of nursing experience in a school, hospital, or clinical setting. In overseeing the daily operations of the Health Office, the Nurse will assess and triage sick and injured students, administer medications, maintain medical records, and coordinate external healthcare for our boarding students.

This is a full or part-time position with working hours either between 7:30am-1:30pm M-F for PT and 7:30am-3:30pm for FT. While we envision most of the nursing hours to be on campus, the ability to answer occasional calls from residential faculty on nights and/or weekends is crucial.

**Specific Duties and Responsibilities Include:**

- Reports to the Dean of Students and the Head of School
- Assess and treat student health concerns
- Provide general first aid and emergency first aid for students, faculty, and school guests.
- Serve as a liaison between students, school personnel, families, and community healthcare providers.
- Communicate with the medical community in regards to Health & Wellness practices.
- Review and assess all student health information and develop appropriate plans-of-care for students
- Maintain Colorado vaccine compliance through assessment of records and up-to-date exemption forms
- Develop vaccine-reports and records to Colorado Immunization Information System

- Maintain appropriate documentation regarding student health visits and medication administration.
- Administer morning and lunch medication during the week
- Work with the Director of Outdoor and Global programs to establish medical recommendations, guidelines, and screenings for various outdoor and global trips.
- Prepare first aid supplies, medications, and medical forms for school trips.
- Provide health-related education to students, faculty, and parents in group and/or individual settings
- Communicate regularly with Residential Faculty regarding boarding students' medical follow-up
- Coordinate external medical care, as needed, for boarding students
- Maintain an appropriately-stocked Health Office through the acquisition and inventorying of health supplies and materials. Maintain health supplies in the dorms and trip medical supplies.
- Act as the primary liaison between Routt County Public Health and CDPHE
- Work with the Medical Advisory Board to establish COVID protocols.
- Other medically-related duties as assigned

#### **Minimum Qualifications:**

- Bachelor's Degree in Nursing (BSN)
- Registered Nurse (RN) in the State of Colorado
- 3 years experience in a school, clinical, or hospital setting
- Valid CPR certification

#### **Compensation and Benefits:**

Steamboat Mountain School offers a rich and comprehensive benefits package.

- Potential for on campus housing
- Paid medical including life and short term disability
- Dental
- Vision
- Retirement contribution match after one year of service
- Tuition remission benefits after two years of service
- June-mid August summer vacation as well as traditional school vacations
- In order to apply, email your resume and cover letter to [careers@steamboatmountainschool.org](mailto:careers@steamboatmountainschool.org). No phone calls. Steamboat Mountain School is an Equal Opportunity Employer.