



**The Achieve Program at Noble and Greenough School  
Nurse Job Description  
Summer 2023**

The Achieve Program, an educational enrichment program in Dedham, Massachusetts serving roughly 90 students in grades 6-8, is currently seeking a Registered Nurse for the summer of 2023.

Achieve partners with families to empower motivated students from Boston and provide the resources necessary to close the opportunity gap. With middle school programming and support through high school and college, our community provides transformative academic and enrichment experiences, and fosters enduring mentoring relationships that inspire confidence, learning and joy.

Achieve students are motivated, academically driven and thoughtful young people who grow into extraordinary leaders. Our middle school scholars attend Boston's district and charter public schools, come from low-income families, and represent diverse ethnicities, religions, and family backgrounds. Achieve seeks to increase our students' academic skills, motivation, and self-confidence, and put them on the path to college.

**Position Responsibilities:**

- Assess and provide first aid care to ill and injured students, faculty, and staff.
- Review all health records of students and staff prior to the beginning of the program to ensure physical and immunization information is compliant with state regulations.
- Assist individuals with specialized health care needs.
- Perform duties as related to pandemic management including but not limited to updating health protocols to reflect most recent guidance from MDPH and DESE, communicating positive cases to MDPH and local board of health, educating students, staff and families about risk mitigation.
- Maintain an isolation space to separate anyone who has tested positive for Covid-19 while awaiting dismissal to home.
- Remain with and provide care and comfort to ill or injured students until released to the parent/guardian.

- Communicate student health concerns, allergies and activity restrictions to teachers on as needed basis, with parent consent.
- Assume the responsibilities of a Massachusetts Mandated Reporter.
- Collect, review, and manage emergency action plans, medication, and treatment orders.
- Administration of medications according to physician and parent instructions. Communicate with physicians and parents to obtain authorization forms. Notify parents of prescription refills as needed. Maintain appropriate documentation and communication.
- Maintain a clean, orderly and safe health office. Dispose of biomedical waste and hazards according to established procedures. Manage medications in locked cabinets.
- Maintain confidential student health records and accident reports including treatment records/logs, emergency information, immunization records, disability, and allergy information.
- Attend and assist with health-related training in Achieve Staff Orientation. Train staff members on the approved health procedures and emergency medication administration.
- Prepare and restock first aid kits for classrooms as assigned.

### **Physical Demands:**

- Physical demands are in excess of those for sedentary work and will require the ability to lift and transport up to 25 pounds, walk the campus, go up and down stairs, lift and push objects as well as stoop, squat, bend, kneel, sit and stand for long periods of time
- Employee is frequently required to talk and hear while performing duties of the job
- Communication skills using the spoken and written word
- Finger dexterity required to manipulate objects

### **Requirements:**

- Degree from an accredited nursing program.
- Current valid MA State License as a Registered Nurse.
- Minimum of one year of medical/clinical experience as a Registered Nurse.

- Knowledge of state and federal health and safety regulations.
- Current CPR/AED/ First Aid Certificate issued by an authorized agency and renewed as necessary.
- Prior experience in school or camp serving students in Grades K-8 is strongly preferred
- Proficiency in written and spoken Spanish preferred

**Dates:**

- Staff Orientation: week of June 25<sup>th</sup>
- Summer Program: June 29<sup>th</sup>– August 9<sup>th</sup>

**To apply for this position, please email the following materials to [achieve@nobles.edu](mailto:achieve@nobles.edu):**

- Current résumé and cover letter
- List of three professional references with contact information

**We will review applications and fill positions on a rolling basis.**