



GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

JOB DESCRIPTION

Job Title: Health Services Associate (school nurse)

Category: Full-time

Division: Health Services

Reports to: Health Services Director

CHRISTIAN CONDUCT / MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential.
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

PURPOSE

To ensure the health and safety of GIS students and staff, the health services associate (school nurse) by providing nursing care to students and staff; offer advice concerning medical and health issues; and providing first aid care as directed during after school sports activities, GIS games, and tournaments.

QUALIFICATIONS

- Degree in nursing required
- Current nursing license required
- Experience working with children and adolescents
- Embrace Christian faith and values
- Good physical health

December 2013

225/900 MUU 11, T. BAN WAEN, A. HANG DONG, CHIANG MAI 50230, THAILAND

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DESCRIPTION OF RESPONSIBILITIES

- Works under the supervision of the health services director.
- Works independently and as a team with the health services director.
- Assists in the daily operation of the nurse offices, providing nursing care and health advice to students and staff.
- Documents nursing actions in appropriate patient charts and other appropriate areas such as RenWeb.
- Reports any serious injury or illness to the director, principal, or superintendent as necessary.
- Works with other staff in health services to promote a team approach to patient care delivery.
- Assists with health screenings
- Assists with first aid, CPR and AED training for staff, students volunteers (i.e. coaches, special needs helpers, and other volunteer staff) local English speaking school who may be in situations where they would need to provide first aid care.
- Provides first aid care as directed by the health services director for after school sports activities, at games and tournaments at GIS.
- Understands and follows GIS health services policies and procedures.
- Seeks to give Christ centered, compassionate and skilled care to students, parents, faculty and staff.
- Keeps confidentiality in relation to patient conditions unless doing so endangers patient or others.
- Reports any suspicion of threat to a child or adult's safety and well-being to the health services director or in his/her absence to the appropriate principal or guidance counselor. (See GIS Child Abuse Reporting Policy)
- Reports immediately any suspected communicable disease to the health services director.
- Follows GIS policy and procedures for communicable disease, emergency procedures, and general care procedures as stated in health services division policy manual.
- Prepare and present health teaching.
- Prepares for and assists with bi-monthly Vaccination clinics, assuring student vaccinations are kept up to date.
- Assure all First Aid Kits, medical bags, clean up buckets and AED's are well stocked and in working order on a regular basis.
- Assure all equipment remains in good working order.

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