

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE:	Part-Time Clinic Assistant – Harbour View Campus
DEPARTMENT:	Clinic
REPORTS TO:	Director of Finance & Accounting
FLSA:	Part-time, Non-Exempt
TERM:	10 Months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving Pre-Kindergarten (including 2 year olds) through grade 12. Founded in 1966, the school has a current enrollment of approximately 800 students and 165 employees located on our 100 acre Main campus or our three acre Harbour View campus, both in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

Under the supervision of the Director of Finance and Accounting, the part-time clinic assistant will provide appropriate care for ill, injured and/or students with chronic medical conditions. The part-time clinic assistant also enhances the educational process by the modification or removal of health-related barriers to learning by promoting an optimal level of wellness for all students.

Essential Functions as Clinic Assistant:

- Support the maintenance of student health records by the school nurse;
- Acquire yearly physician's orders and emergency medications for students diagnosed with Type 1 Diabetes (T1D), severe allergies, asthma, and seizure disorder;
- Prepare and maintain individualized emergency medication packets and keeps emergency information and medications up to date;
- Assist sick or injured students and staff based on best medical practice;
- Respond to emergency medical situations providing necessary medical intervention and coordinating immediate response and follow-up care;
- Administer daily prescribed medications in accordance with physician's orders;
- Support the maintenance of students' confidential files and cumulative health and immunization records for the purpose of providing information required by legal requirements and professional standards;
- Provide medical supplies (i.e. first aid kits, specific student medications, emergency medical information) needed to accompany certified Emergency and/or Medication Administration Training (EMAT/MAT) personnel on off-campus school activities;
- Ensure compliance with all laws, including the Health Insurance Portability and Accountability Act (HIPPA) and the Family Educational Rights and Privacy Act (FERPA), to protect the confidentiality of medical information and obtain written consent of parent/guardian to share information;
- Manage outbreaks of infectious illnesses by utilizing knowledge of infectious illness processes with input from physicians and the health department to determine criteria for school exclusion;
- The Part-Time Clinic Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Finance and Accounting. Nansemond-Suffolk Academy reserves the right to update, revise or change this job description and related duties at any time.

Required Education/Background:

- Valid Licensed Practical Nurse (LPN) in the Commonwealth of Virginia and in good standing with the Virginia Board of Nursing; and current Adult and Child CPR/AED certification;
- Strong experience in pediatric, child and adolescent health and/or community health

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Core Competencies/Skill Requirements:

- Excellent role model and communicator with the ability to interact comfortably with students of different ages, from Pre-K to Fifth Grade, is important. Not only will the Part-Time Clinic Assistant be in constant communication with children of varying age levels, but will also need to effectively communicate with parents, as well as teachers and administrators, about what could be uncomfortable situations and/or health-related concerns;
- Actively engage in professional training and continuing education to stay abreast of current medical news and best practices to enhance knowledge and provide excellent care for students;
- Excellent interpersonal skills with the ability to build strong and lasting relationships within the school community;
- Excellent oral, written communication, and public relations skills demonstrating sound judgment;
- Excellent organizational skills; handle multiple assignments simultaneously;
- Excellent problem-solving skills and demonstrates clerical proficiency;
- Understand and respect the confidentiality of information associated with HIPPA/FERPA regulations;
- Professional in appearance;
- Possesses a strong work ethic with the ability to be flexible and adaptable to changing environments;
- Proficient with the use of technology, including Microsoft Office and G Suite for Education; Blackbaud experience preferred; and
- Perform duties typically in a school setting to include school clinic, offices, gymnasium, cafetorium, playground areas, and classrooms. Frequent walking, stooping, standing, lifting, up to approximately 20 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds. Moving students and/or staff with assistive equipment may be necessary.

Qualified candidates are invited to submit a cover letter, current resume, a copy of college transcript(s) and current licensure and a completed [NSA application](#) (application form is posted online) to Amy Morrell, Executive Administrator, Office of the Head of School, at amorrell@nsacademy.org for further consideration.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.