Applications are invited for consideration to the following position:

State University of New York at Binghamton
Department/Location: ICD

Appointment Title: Registered Nurse
Local Title: School Nurse

Salary Grade: 
Salary Range: $35,000 - $43,000

If Part-time, % of time: 

Duties:
See Attached

Qualifications:

Special Notes:

Persons interested in the above position should submit a resume along with a letter of application, to:

Name: Linda Matey
Department: ICD
Address: PO Box 6000
Binghamton University
Binghamton, NY 13902-6000

Closing Date for Receipt of Applications: until filled

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin, Disability or Marital Status, in Accordance with the Federal and State Law.

THE RESEARCH FOUNDATION OF STATE UNIVERSITY OF NEW YORK AT BINGHAMTON

Nov 2003
Registered Nurse Position Description

This position is with the Research Foundation of SUNY

QUALIFICATIONS

• Must be a licensed, registered nurse.
• Experience working with children diagnosed with autism spectrum disorders preferred.
• Ability to relate well to children and to work well with staff and children in a team organizational format.
• Ability to organize, monitor, and report on a number of health related issues and child information.
• Capable of reacting quickly to child needs for maintaining safety.
• Ability to maintain professional conduct in all aspects of job role.
• Good organizational skills
• Flexibility with respect to ongoing and acute child concerns and the scheduling necessary to address these issues.

ORGANIZATIONAL POLICIES

• Must be able to demonstrate, via written exam, competency on Unit policies and procedures as presented in Staff Manual.
• The exam must be passed, (proficiency ≥ 90%), within the first month of employment. Failure to do so results in immediate probation. If the exam is not passed by the end of the 2nd month of employment, employment status will be affected. Exams will be administered a maximum of 3-times per employee.
• Per State Education Department regulations all employees are subject to clearance through the State Central Register of Child Abuse / Maltreatment and fingerprint supported criminal history background check.

JOB RESPONSIBILITIES

• Coordinate child health care information.
• Maintain State Education Department records and regulations.
• Dispense and monitor medication for the children on a medication regime.
• Attend to the general health needs and questions of the children and staff.
• Assist in keeping detailed health records.
• Contact parents and participating physicians when required.
• Serve as information and consulting resource to staff.
• Maintain daily contact with all children enrolled at the Unit.
• Monitor and assist in maintaining OSHA safety and hygiene requirements at the Unit.
• Participate in specific child health related assessments in conjunction with staff.
• Maintain monthly height and weight records for all children.
• Monitor and record receipt and update of pertinent medical information from the home setting.
• Provide in-services to staff and children as it relates to health and safety at the Unit.
• Participate in staff training as it relates to health and safety at the Unit.
• Write informative articles for Unit newsletters on health related issues for parent information.
• Reduce student’s fear of physicians and general medical care by providing frequent exposure to health care routines.

LEVEL OF SUPERVISION: The nurse will be supervised by and work closely with both the Director of Educational Services and Director of Psychological Services. Daily supervision of job role effectiveness will be provided. In addition, consultation and supervision on responsibilities will be held weekly.

ANNUAL SALARY: $35,000 to $43,000 subject to full or part time hours as well as qualifications and experience

HOURS: Full time (30 - 37.5-hours/week, to include 1/2 hour lunch)

Full time position includes full benefits package through the Research Foundation of the State University of NY.

Three letters of recommendation are required prior to employment.