



TRINITY ACADEMY

Job Description

School Nurse Assistant

OVERVIEW OF RESPONSIBILITIES:

As a member of the Administrative Team, the School Nurse Assistant serves the Trinity Community through following the medical plans and structures implemented by the School Nurse and by providing basic medical care in a way that comforts students.

SPECIFIC JOB FUNCTIONS — *specific responsibilities include, but are not limited to, the following.*

- Serve students in the nurse's office with basic medical needs in a manner that is comforting to students of all ages.
- Serve as the primary point of contact for handling medical issues in the absence of the school nurse.
- Interpret any medical questions around established plans or procedures in the event of the absence of the school nurse.
- Pray for and with students, and for and with families, particularly if they are experiencing a medical event.
- Coordinate with the school nurse to strengthen all plans and processes created and maintained by the school nurse.
- Assist, as requested, with training for all staff around basic medical expectations for the community, including basic first aid, CPR, and AED.
- Serve on the crisis management team as appropriate.
- Follow and implement all medical/health policies, procedures, and forms of the school, in conjunction with supervisor and other appropriate staff.
- Document all medical actions taken including medication distribution.
- Respond to medical crisis/events on campus during school hours.
- Manage parent and guest expectations in a manner that is honest, caring, and diplomatic.
- Collaborate with cross-functional teams.
- All other duties as assigned.

PERSONAL QUALITIES:

- Represent Trinity Academy to the school and broader community in all communications and interactions.
- Maintain strict levels of confidentiality.
- Mature Christian commitment and dedication to continue to grow in faith.
- Punctuality
- Pleasant demeanor
- Willingness to grow in knowledge and understanding of a classical Christian education.
- Passion for the mission of Trinity Academy

- Strong work ethic and energy
- Proactive and able to prioritize and multi-task
- Service oriented team player who enjoys working in a collaborative setting
- Remain calm under stressful situations

KNOWLEDGE AND SKILLS:

- Certified CNA
- Basic technical proficiency such that can utilize the platforms implemented by the school
- Excellent verbal and written communication skills

QUALIFICATIONS:

- Conducts personal life in a manner that does not negatively impact the ability to represent the Trinity Academy mission and vision.
- Agrees to live consistently with all policies in the Trinity Academy Faculty/Staff Handbook including the statement of faith and code of conduct.
- **Minimum educational/experience requirements:** CNA
- **Preferred educational/experience requirements:** BSN or RN with 3+ years' experience or CNA with 5+ years' experience

WORK HOURS:

The school nurse assistant is a part-time, 10-month position at 40%. The school nurse assistant will follow the one-page calendar and is expected to be on-site from 7:30am-3:15pm two days each week that students are on campus, with some work expected to linger past 3:15pm to complete documentation and charting. Unless otherwise excused, the school nurse assistant is expected to be present for all days of professional development or in-service in addition to the two-days/week. Workdays on-site can be considered part of the two days/week if that is the day scheduled in conjunction with the school nurse.

Reports to: School Nurse

Positions supervised: None

This position is considered ministerial in function as the employee may be called upon to represent the mission and vision of Trinity Academy to students, parents, prospective students/families, or donors.