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**Position Available:**

Wyoming Child & Family Development, Inc. Gillette Center is accepting applications for a Nurse, up to 22 hrs. / wk., area coverage for Gillette, Moorcroft, and Newcastle. Closing date for applications: 9/29/17. For application/information: [www.wyomingchild.org](http://www.wyomingchild.org), 307-682-4214. **“This institution is an equal opportunity provider**

**JOB DESCRIPTION**

**TITLE OF POSITION:** NURSE

**SUPERVISED BY:** Center Coordinator/RN Nurse Supervisor

**GENERAL RESPONSIBILITY:** Work with Health Services Coordinator on implementing the following health components throughout WCFD Early Childhood Programs: general health, dental health, health education, and nutrition to ensure that all children and pregnant women receive the maximum health care as required by the State Statutes and Head Start Performance Standards.

**MINIMUM QUALIFICATIONS:**

- L.P.N or R.N. with a degree from an accredited college. Wyoming Child & Family will only accept college degrees from accredited institutions recognized by the U.S. Department of Education.
- Must also have a current license, in good standing, to practice nursing in Wyoming.
- Experience in school or public health nursing is desired.

**ESSENTIAL FUNCTIONS:**

1. Provides emergency care/first aid as necessary to students and staff at scheduled worksite.
2. Provide direct therapy to children in a variety of settings, including the classroom, private childcare and preschools, and family homes.
3. Ensures each child receives (a) health history, (b) a physical examination and necessary follow-up, (c) a dental examination and any necessary follow-up, (d) screening for vision, speech, hearing and development, (e) current immunizations and tuberculosis screenings, and good nutrition, as outlined in the Head Start Performance Standard guidelines and the Wyoming Department of Health.
4. Ensures each Early Head Start pregnant woman receives prenatal care through regular medical care, a dental examination, and prenatal classes.
5. Plans and coordinates with the Center Coordinator, Classroom and Home-based teachers, Home Visitors, Therapists, and Family Services Assistants in (a) record keeping, such as health data tracking, immunization summary, fluoride, and USDA applications, (b) first aid/CPR training for all staff, (c) completing the Health Safety Checklist as required, (d) parent contacts and home visits and (e) health concerns and the overseeing of individual care plans, in coordination with supervisors.
6. Participates in health assessments during assigned screenings and coordinates with Family Services Assistants and Center Coordinators to assure screenings and re-screens are completed in a timely manner.

7. Participates in Child & Family Staffings on all children with health concerns.
8. Assists Center Coordinators, Teachers, Combination Teachers, and Home Visitors with (a) nutrition/health in classroom, (b) recognizing childhood illness or diseases i.e. as providing information/training during school day or at designated evening meetings.
9. Acts as liaison between medical community and WCFD to develop and maintain good rapport with the medical community, in coordination with supervisor.
10. Demonstrates involvement, interest and advocacy for children in the broader community.
11. Assesses needs and provides referrals for parents and children, as needed.
12. Attends required training sessions.
13. Promotes positive public relations within the work setting and community.
14. Recruits children for the program within the guidelines established by ACF and WCFD Inc.
15. Performs other duties as assigned by the Board or its designee.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START/EARLY HEAD START PERFORMANCE STANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

#### **STANDARD JOB REQUIREMENTS:**

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical and TB risk assessment prior to work with children.
- Must have AHA CPR and First Aid Training completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting upon hire and every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.
- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.

#### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
  - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.

- b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
- c. Able to read gauges on dash of bus and recognize indicator of problems.
- d. Able to tolerate possible gas and diesel fumes.
- e. Able to tolerate dust and gravel.