

## Esperanza Community Services

<b>Date of Posting</b> <b>02/01/2010</b>	<b>Apply By</b> <b>03/31/2010</b>	<b>Resume Required</b> <b>YES</b>	
<b>Position: School Nurse (LPN Licensed)</b>			
<b>Reports to:</b>  <b>Program Director</b>	<b>Department:</b> <b>Esperanza School</b> <b>X</b> <b>Coleridge</b> <input type="checkbox"/> <b>CILA</b> <input type="checkbox"/> <b>Client &amp; Family</b> <b>Services</b> <input type="checkbox"/>	<b>Status:</b> <b>Non-exempt</b> <input type="checkbox"/> <b>Exempt</b> <b>X</b>	<b>Full-time</b> <b>X</b> <b>Part-time</b> <input type="checkbox"/> <b>Temp</b> <input type="checkbox"/>
<b>Job Description &amp; Qualifications</b>			
<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>- Daily routine medical care for school students and clients in the adult day training program</li> <li>- Administration of medication and treatment plans for students with various health impairments</li> <li>- Provide nursing services to students according to their Individualized Education Program (IEP)</li> <li>- Update progress on IEP goals quarterly and create new goals for the IEP as needed, as well as a summary of progress for each student requiring IEP nursing goals</li> <li>- Documentation of medications administered</li> <li>- Daily progress notes documented regarding services rendered to students</li> <li>- Orientation and training of staff regarding Universal Precautions, Bloodborne Pathogens, and other basic health information</li> <li>- Regular communication with parents regarding student health issues</li> <li>- Daily logging of medication administration</li> <li>- Daily uploading of progress notes to the Chicago Public Schools</li> <li>- Insure compliance with student physicals, immunizations, vision and dental exams and manage related written communication to parents</li> <li>- Consult with school principal regarding decisions on student illness and the need to be absent from school</li> <li>- Order medical supplies for the nursing office and first aid kits in the school</li> <li>- Insure that all documentation regarding student medication is current and that required documentation for the administration of medication in school is on file</li> <li>- Insure a smooth process for refilling and disposal of prescriptions administered at school according to state regulations</li> <li>- Maintain the nurse's office and files in an organized and efficient manner</li> </ul> <p><b>Required Qualifications:</b></p> <p>Candidates must possess a current L.P.N. license. One year of experience caring for individuals with disabilities is highly preferred. Bilingual in Spanish also highly</p>			

preferred.

**ESPERANZA IS AN EEOC EMPLOYER. REASONABLE ACCOMODATIONS WILL BE MADE FOR PERSONS WITH DISABILITIES.**

**How to Apply:**

Email or leave resume in HR mailbox

<b>Contact:</b>	<b>Contact's Location:</b>	<b>Telephone/Fax:</b>
Susana K. Juarez Human Resources Email: hr@esperanzacommunity.org	520 N. Marshfield Chicago, IL 60622	Tel: (312) 243-6097 Fax: (312) 243-2076

**IN-HOUSE JOB POSTING**