

Town of Manchester, Connecticut
Job Description
School Readiness Nurse
19.5 Hours/Week - Monday-Friday
\$25/HR

Under general supervision of the Director of Human Services, the School Readiness Nurse shall act as the Health Consultant of record for the Manchester Early Learning Center Preschool Program. The School Readiness Nurse position also involves other school readiness duties within the town of Manchester. This is a part time position (19.5 hours) within the Human Services Department.

Essential Duties related to MELC:

- Regular review of MELC health and safety policies, and procedures.
- Availability both in person and electronically for advice regarding problems, as they arise.
- Assisting families to meet health requirements for enrollment and creating strategies for program compliance.
- Acting as a resource for MELC parents and staff.
- Act as a resource for parents and staff in regards to children with chronic health conditions or special health care needs.
- Completing quarterly reports related to health and safety at MELC.
- Observation of indoor and outdoor environments for health and safety.
- Observation of children's general health and development.
- Assist in the review of health care plans for children with special care needs.
- Provide health, safety, nutrition and other related educational materials to staff and parents.
- Review contents, storage and plan for the maintenance of first aid kits.
- When appropriate, conduct vision and hearing for children.
- When appropriate, conduct developmental screenings for children.
- When appropriate, provide health and safety staff trainings.

Other Essential Duties:

- Participate in the Manchester School Readiness Council including regular attendance at monthly meetings.
- Community Outreach regarding Early Childhood Education through the public libraries, parenting programs and other agencies.
- Facilitate Medication Administration Certification for Manchester Licensed Day Care Providers
- Assisting the Manchester Health Department when needed.
- Performs other duties as assigned.

Knowledge, Skill, and Training:

- Knowledge of related health policies and practices.
- Exceptional organizational skills.
- Excellent written and verbal communication skills.
- Ability to work independently on a variety of assignments.
- High level of attention to detail.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, customers, and the general public.

Minimum Training and Experience:

- Registered Nurse with current and valid license in this or another state
- Current nursing licensure in the State of Connecticut, preferred.
- 1 year of experience in a Public/Community Health, School Health or related setting.
- Bilingual (English/Spanish) is a plus but not required
- Valid Connecticut Driver's license

This sheet is prepared to provide information and guidance. The Town reserves the right to change, add to, or delete any duties. This summary sheet does not constitute a contract of employment. Employment with the Town is on an at will basis. The Town may terminate the employment relationship at any time and for any reason.