



Location: Horizons at The Ethel Walker School (in person)
Job Title: Nurse/COVID-19 Site Coordinator
Job Type: Seasonal/Full-time (*7weeks)
Reports to: Executive Director
Salary: \$9000.00 (total sum of salary; paid bi-weekly during duration of employment)

The mission of Horizons at The Ethel Walker School *Horizons at The Ethel Walker School* is the nation's **first all-girls Horizons program**, and serves low-income students who attend Hartford public schools. *Horizons* creates the conditions, connections, and community that enable every girl who attends to gain the skills, confidence, and motivation to overcome the opportunity gap and realize her potential.

Position Summary:

The Horizons at The Ethel Walker School Nurse/COVID coordinator works during pre and post-program planning, and during the entirety of the 6-week program from 8am-3:30pm daily. Horizons at The Ethel Walker School is seeking a dedicated, nurturing, and experienced professional to provide health care and first aid for students and staff, overseeing the administration of medications, coordinating student health care needs with families when needed, monitoring health and cleanliness standards, organizing paperwork and maintaining file organization. ****Although this is a six-week program, this position will be compensated for 7 weeks to ensure proper collection and consolidation of all required documents and forms are completed and collected prior to the start date of the summer program***

Responsibilities:

- Ensures the health and safety of all students and staff while promoting health practices throughout the program.
- Provides nursing care to injured and ill students and staff, and coordinates follow-up care when appropriate.
- Communicates with parents and staff about special issues and needs of students.
- Administers routine medications and treatment to students and staff
- Maintains health records and first aid kits for on-site locations and off-campus field trips.
- Implements communicable disease plans, including COVID-19 mitigation.
- Obtains proper medical documents as it pertains to specific, medically related exceptions and needs for participants (of the program).
- Collects health-related forms as it pertains to the participants of the program; contact participants' families for missing, required forms/documents; ensures forms/documents are properly completed per the state of Connecticut, Office of Early Childhood.
- Other duties as assigned.

Requirements:

- Licensed as a PA, APRN, RN, or LPN in CT and current first aid, CPR, and AED certifications.
- Experience working with children and teens ages 5-13 for this six-week summer Program

Program Dates:

Start Date: Monday, June 19th

Program in session: Monday, June 26-Friday, August 4- Six-week program

