



We build strong kids,
strong families, strong communities

**Registered Nurse (RN)
Job Description – School Year**

Supervisor: Assistant Child Care Director and Family Wellness Director

Qualifications:

Must possess current license as a Registered Nurse in the State of New Jersey. Must have current Red Cross Cardiopulmonary Resuscitation (CPR for the Professional Rescuer) and Red Cross First Aid Certifications or their equivalents. The ideal candidate will have one year of managerial or supervisory experience in a child care program, educational institution, business or program or agency related to children AND one year experience working with children with developmental disabilities. Working knowledge of the computer especially Microsoft Office Professional.

Overview and General Responsibilities:

The Nurse position shall be a shared position between the Meadowlands Area YMCA and the South Bergen Jointure at the Sylvan School in Rutherford. The Jointure program will have two Pre-kindergarten classes of children with developmental disabilities and a class of transitional kindergartners. The YMCA program will have up to three classrooms of Kindergarten children participating in a Kindergarten Wraparound Program.

The Nurse will be responsible for dispensing medication and conducting heights and weights for the children in the Jointure program. The position shall be available for First Aid treatments and medical emergencies for the Jointure and the YMCA. The candidate shall research, develop, implement and conduct various Programs related to the YMCA's Activate America movement. This is the YMCA movement's ambitious mobilization effort that addresses the public health crisis of growing obesity, chronic disease and the health care crisis, a crisis so pervasive that the country could face its first sustained drop in life expectancy in the modern era. Additionally, the Nurse shall perform administrative duties that pertain to various YMCA programs.

The Nurse shall obtain and maintain at her/his own cost and expense, Professional Liability Insurance. Proof of coverage shall be provided to the YMCA.

Responsibilities:

Pertaining to YMCA Kinder Wrap and South Bergen Jointure Programs

- Communicate health needs of students as necessary with appropriate faculty.
- Administers medications under direction and authority of professional medical staff person.
- Performs additional functions incidental to nursing activities.
- Conduct heights and weights for student health records.
- Maintain adequate first aid supplies, keeping clinic attractive, sanitized and orderly. Follow procedure for ordering of necessary supplies.
- Responds to medical emergencies. Implement care for minor illnesses and first aid.
- Provide instructional pamphlets and materials for health-related concerns.
- Develop and coordinate health promotion activities.
- Promote safety by assessment of school environment and instruction.
- Promote wellness and offer health education programming.

Meadowlands Area YMCA

Main Office: 436 Ridge Road, North Arlington
Mail: P.O. Box 252, Rutherford, N.J. 07070
201-955-5300; Fax 201-955-2055
www.MeadowlandsYMCA.org



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- Establish a substitute list and ensure coverage for the Nurse position. Communicate coverage with the Assistant Child Care Director.
- Assists the Kindergarten Wraparound Site Director with the administration of the Kindergarten Wraparound program including security of building and phone communication. To provide coverage in ratio for the Kinder Wrap Program in an emergency situation.

Pertaining to other YMCA Programs

- Activate America Programming - Responsible for the implementation, organization, administration, curriculum, staffing, promotion and evaluation of Programs related to the YMCA's Activate America movement.
 - Responsible for the staffing of the Programs that includes recruiting, interviewing, hiring, training, orientation, evaluation, training, scheduling and supervision of all staff.
 - Payroll - Submitting twice a month to the Associate Director the accurate payroll hours of staff on a timely basis.
 - Develop manuals/guidelines/curriculum for programs and recommend for approval to Executive Director.
 - Develops budget request for program and non-program areas, personnel development and training, recommends to Executive Director for approval. Administers approved budget for his/her area.
 - Promotion of programs including preparing and submitting Press Releases, Ads, Fliers, Brochures, etc.
 - Participates in the Program Staff Group for agency wide planning process. Consults with Executive Director in the planning for the program area, prepares studies that are needed for planning.
 - Providing information to potential participants, preparing forms, etc. for the Programs.
- Solicit and secure in kind donations of goods for program supplies and equipment.
- To maintain the YMCA's office equipment in good condition.
- To assist in the operation of all fundraising and special events including the Annual Phone-A-Thon, Golf Outing, Splash for Cash, etc.
- To accept any special projects.

Hours: Full Time 2 classification–

Monday through Friday 8:45 am – 3 pm. (or 8:30 am – 2:45 pm)

Follows the South Bergen Jointure School Year Calendar. (September through June)

Additional hours and days may be required.

Compensation Package:

\$20-30 per hour

Paid Holidays, Vacation, YMCA Retirement Fund

Annual Performance/Salary review (at Anniversary)

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Rev. August 11, 2008

Signature _____ Date _____

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