

Lutheran Summer Music Academy & Festival

Nurse Position Description

Job Title: LSM Nurse

Job Classification: Independent Contract - full-time, temporary

Department: Summer Staff

Reports to: Director of Admissions

Hours: Residence at Lutheran Summer Music Academy site from Thursday, June 17, 2010 to Monday, July 19, 2010.

Position Overview:

The LSM Nurse is a registered nurse (RN) or licensed practical nurse (LPN) who will supervise and manage all aspects of Academy health, health policies and procedures, and ensure that every LSM student, faculty and staff member enjoys a healthy summer, with proper health treatment as necessary.

Principal Duties:

- Attend and actively participate in Student Life staff team and training.
- Attend and assist in the planning and delivery of all pre-LSM training programs.
- Before LSM begins, conduct an inventory of health supplies, and order any additional supplies.
- Prepare, stock and maintain inventory for first aid kits.
- Prepare and carry out written health care policies, ensuring compliance with all state regulations and standards.
- Participate in Registration Day activities with students and parents by welcoming students, reviewing medical information, accepting medications and answering questions.
- Participate in Check Out Day by returning medications and reviewing any treatment with parents.
- Review student health concerns with counselors and other staff, who need to be aware of the condition, while maintaining a high level of confidentiality.
- Keep a health log in which all treatment rendered is entered.
- Dispense medication as needed or as scheduled, according to physician's order, logging into the daily MAR report.
- Be on duty and provide Infirmary hours for the purpose of daily student care.
- Report all student health care activities to the Dean of Students and the Admissions Director.
- Report any injuries or illnesses that require off-campus care to the Admissions Director, and complete an incident/accident form within 12 hours of the incident.
- To maintain consistent communication, report to Admissions Director when it is necessary to contact parents in a non-emergency health-related issue before calling.
- Consult with counselors about student health, making them aware of their responsibility to report illness, injury or unsafe practices that might cause injury; camper dietary habits, including signs of possible eating disorders; as well as other health care concerns.
- Identify and aid in correction of any aspect of the Academy that presents a health risk to staff or students.
- Aid in proper insurance procedures and paperwork, especially when treatment is given at hospital.
- Submit complete and accurate reports, evaluations and inventories as requested.
- Understand that flexibility is key to a successful Academy & Festival and acknowledge that additional responsibilities may become necessary during the summer.

Qualifications:

- Registered nurse (RN) or licensed practical nurse (LPN). EMT / First Responder certification considered.
- Experience providing basic health care.
- Current CPR and First Aid certification.
- Experience working with children, preferably high school age.
- Ability to manage personal well-being while remaining fully committed to the health care needs of the larger community.
- Cognitive ability to read and understand prescriptions and healthcare policies.
- Physical ability to travel to areas of the camp quickly, lift/assist injured.
- A valid driver's license and access to a vehicle for transporting students as necessary for treatment.
- Understanding of, and commitment to, the mission of the organization.
- Familiarity with Lutheran churches: constituencies, worship life, church music (desired).
- Appreciation for classical music or personal participation in musical activities (desired).

Compensation/Benefits:

The LSM Nurse stipend is \$1,600 plus travel allowance, to be paid at the conclusion of the Academy. Room (in the student dormitory) and board at Luther College are also provided.

To Apply:

Interested candidates should send a resume, proof of licensure, cover letter, completed background check form and three references by mail to: LSM Nurse Search, Lutheran Music Program, 122 W. Franklin Avenue, Suite, 230, Minneapolis, MN 55404; email to lsm@lutheransummermusic.org; or fax to 612.879.9547.