



## Job Posting POSITION POSTING

**Job Title:** Registered Nurse  
**Date Last Revised:** October 2021  
**Reports to:** Duncan Health Center Director  
**Essential Personnel:** Yes

**Department:** Duncan Health Center  
**FLSA:** NON-EXEMPT  
**Employment Category:** Staff  
**Benefits:** No

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Govs has approximately 400 students and 250 employees.

Govs faculty and staff are committed to creating and cultivating a diverse and inclusive community that allows students to discover their passions, use their unique voices, and achieve academic and co-curricular excellence. Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

### Job Summary:

The Governor's Academy is seeking competent, hard-working and eager Registered Nurses (RN) for both regular schedule coverage and COVID-19 response efforts. Provide skilled healthcare for both day and boarding students in a manner that is consistent with current professional nursing practice standards and the policies and procedures of the Duncan Health Center. Promote both the physical and emotional health of students in a professional, confidential, respectful and caring manner.

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### Essential Job Duties and Responsibilities

- Communicate effectively with supervisor and colleagues for the optimal continuity of care of the students.
- Maintain accurate and thorough written records of all health-related activities of students consistent with policies and procedures of the Health Center.
- Maintain appropriate confidentiality and a professional approach towards students, their families, faculty, staff and all others involved with the health and well-being of the student.
- Administer medications in a safe manner consistent with the policies and procedures of the Health Center.
- Supports and enforces infection-control and safety policies and procedures.
- Arranges to have needed supplies and equipment stocked and on hand as described in policies, procedures, and specific shift duties.
- Maintains a high level of nursing care, following professional nursing standards, as well as written protocols, policies and procedures, and utilizing nursing knowledge and assessment.
- Is knowledgeable of and follows policies and procedures of the Health Center.
- Is familiar with protocol and procedures for medical emergencies, and holds current CPR certification.
- Able to work independently and utilizes good decision-making skills.

- Maintains valid and current Massachusetts Nursing License in good standing and meets Continuing Education Requirements.
- Is flexible in meeting the needs of the Health Center and recognizes that the position involves duties not solely confined to nursing activities.
- Proficient with administering vaccinations needed for school
- Must be prompt and efficient with minimal absences.
- Covid-19 Vaccination is required and Covid-19 Protocols must be adhered to.
- Other duties and special projects, as assigned.

### **COVID-19 Response Duties and Responsibilities**

- Provides direct care to students in isolation and quarantine areas on campus as needed
- Collects testing specimens for COVID-19 as needed for both mass screening events and symptomatic students
- Assists with care coordination and contact tracing for Persons Under Investigation (PUI)

### **Minimum Education Required**

- Registered Nurse (R.N.) with valid Massachusetts Nursing License; must hold current CPR certification.

### **Minimum Prior Experience/Qualifications Required**

- At least 5 years of work experience and must enjoy working with adolescents
- Prior experience working at a school strongly preferred
- Must successfully complete criminal background check
- Strong verbal and written communication skills
- Prior experience with specimen collection for point-of-care CLIA waived testing
- Proficient computer skills using applications such as Google Drive and Microsoft Office, as well as creating and maintaining complete, accurate and legible electronic medical records
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.

### **Shifts Available**

One weekend a month - Saturday and Sunday 11:00am - 11:00pm and e/o Sunday 5-11 pm

### **To Apply:**

To apply for the Registered Nurse position, please click [here](#).

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. We will consider all such requests in accordance with applicable law.

\*\*\*Nothing in this Job Description restricts The Governor's Academy's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that it can be terminated by the employee holding the position or by the Academy at any time, with or without notice or cause.\*\*\*