

POSITION ANNOUNCEMENT

JOB TITLE:	NURSE
TYPE OF VACANCY:	CONTRACTUAL
REPORTS TO:	DIRECTOR OF HEALTH SERVICES
DEPARTMENT:	HEALTH SERVICES DEPARTMENT
<p>SUMMARY: The University of The Bahamas is the national institution of tertiary education of The Commonwealth of The Bahamas that is committed to the pursuit of knowledge and truth through teaching, learning, research and service to the community. The University is keen on creating a dynamic out-of-classroom experience for its students, focusing on a holistic approach to student development. The Nurse is tasked to supervise health center's day to day service operations and staff under the staff regime as directed by the nursing Administrator.</p>	
<p>DUTIES AND RESPONSIBILITIES: The position of Nurse, is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> ➤ Assist with developing policies, procedures and work standards for health care services and program; ➤ Work closely with the nurse administrator in supervising support staff; ➤ Monitor compliance of school health program with local laws, regulations and policies; ➤ Initiate program changes as needed; ➤ Manage program allotment efficiently; ➤ Prepare health reports for administrator and Dean of Student Affairs; ➤ Collaborate with support agencies in designing and providing a campus-wide health program; ➤ Negotiate professional and medical services essential to the University' health program; ➤ Provide first aid care and medically prescribed services; ➤ Procure and maintain security of medical and surgical supplies; ➤ Serve as a resource person on health issues; ➤ Provide staff development on health-related topics for school staff and volunteers; ➤ Appraise all health admission documents and provide clearance prior to registration; ➤ Screen and conduct health appraisals for students, faculty and staff; ➤ Provide follow-up evaluations on students as required; ➤ Recommend corrective action where problems are identified; ➤ Conduct dorm visits when appropriate; possibly on weekends; ➤ Correspond with parents/appropriate adults on health issues of students; ➤ Record immunizations, health findings and other relevant health data; ➤ Perform other duties as the Director of Health Services may direct. 	

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QUALIFICATIONS & EXPREIENCE:

- Graduate with a Bachelor's or Master's Degree in Public Health nursing or related field, and work experience no less than three years in public health care setting;
- Certified registered nurse/midwife plus three years' experience in health promotion and disease prevention community health work;
- Certified trained in CPR and AED and any other training assets.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Considerable knowledge of medical disorders and treatment;
- Considerable knowledge of growth and development;
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies;
- Working knowledge of local laws and regulations affecting the delivery of school health services;
- Some knowledge of the University and the community served;
- Ability to identify abnormal growth and development and symptoms of disease;
- Ability to coordinate and facilitate services between the University, local health agencies, and other community resources;
- Ability to develop and maintain health records on students;
- Ability to develop positive working relationships.

To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject *Nurse*:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- **Completed** Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf) (**do not leave any blanks**);
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

Submit all documents electronically to:

Email: hrapply@ub.edu.bs

Attention: **Vice President, Human Resources**

Salary Scale	Contractual
Date Published	January 22, 2020
Application End Date	February 4, 2020
Date to be Removed	February 5, 2020



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*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the **Nurse**.*