



Nurse Counsellor

University of The Bahamas North, Freeport, Grand Bahama

Date Posted	December 2022
Type	Three-year contract with an option to renew
Salary	Negotiable
Employment Type	Full Time

University of The Bahamas North is pleased to invite applications for the position of Nurse Counsellor. This full-time appointment will commence January 2023. This position reports to the Interim Dean of Student Affairs, UB North.

Responsibilities: The Nurse Counsellor is tasked to supervise the Health Center's day-to-day service operations. The position of Nurse Counsellor is required to perform a variety of tasks including, but not limited to, the following:

- Assist with developing policies, procedures and work standards for health care services and program;
- Work shifts as needed and travel for training and University related events;
- Prepare and execute educational programs;
- Works closely with the Director of Health Services;
- Monitors compliance of school health program with local laws, regulations and policies;
- Formulates training programs as needed;
- Assists with preparing health reports for the Director of Health Services; and Dean of Student Affairs;
- Collaborates with support agencies in designing and providing a campus wide health program;
- Negotiates professional and medical services essential to the University's health program;
- Provides first aid care and medically prescribed services;
- Maintains/ ordering of health/medical supplies;
- Serves as a resource person on health issues;
- Provides staff education on health-related topics for University staff and volunteers;
- Appraises all health admission documents and provides clearance prior to registration;
- Screens and conducts health appraisals for students, faculty and staff;
- Provides follow-up evaluations on students as required;
- Recommends corrective action where problems are identified;
- Administers and records immunizations, health findings, and other relevant health data;

- Administers oral, intramuscular, and intravenous medication as necessary;
- Establishes personal rapport with patients in order to fully understand their healthcare requirements;
- Provides physical, psychological, and emotional support to patients and their families;
- Ensures compliance with nursing philosophies and therapeutic standards;
- Adheres to infection control procedures to ensure a safe and clean patient environment;
- Documents and communicates actions or irregularities in order to maintain continuity among nursing teams;
- Protects patient information by maintaining confidentiality of patient test results and other sensitive documents;
- Maintains nursing inventory by checking stock to identify available supplies and determine the need for restocking;
- Complies with manufacturer's guideline when operating medical equipment;
- Evaluates new equipment and study their mode of operation;
- Collaborates with healthcare professionals to communicate relevant information and work as a team to achieve a common objective;
- Modifies patient treatment plans to adjust to changing conditions and responses;
- Provides recommendations to individuals/groups on ways to prevent diseases and maintain good health;
- Attends educational workshops to enhance professional and technical knowledge.

Qualifications. Applicants must possess a Bachelor's degree in Nursing from an accredited institution and/or a Registered Nurse Diploma and a minimum of five (5) years nursing experience.

Application: Application materials should include:

1. A completed University of The Bahamas Application for Employment Form (www.ub.edu.bs/hrprofile);
 2. A letter of interest (highlighting work experience and accomplishments relevant to the position);
 3. An up-to-date curriculum vitae or resume;
 4. Unofficial transcripts (official transcripts needed for employment);
- AND**
5. At least three confidential, professional references.

To Apply: Apply electronically at facultyapply@ub.edu.bs noting the position in the subject field. Only electronic submissions will be accepted. Attach all of the above listed in one electronic file.

For additional information or informal inquiries, contact ypaa@ub.edu.bs