Organization: **Youth & Family Services (YFS)**

Position: **Nurse**  
Status: **Full-Time**  
Location: **Rapid City, SD**

**Work Schedule:**  
Monday through Friday  
*Work schedule may vary dependent upon program needs.*

Non-smoking work environment.  
Wage DOEQ  
E.O.E.

**Minimum Qualifications:** Registered Nurse (RN) or Bachelor’s Nursing degree. Current SD RN License required. Must meet Head Start program Performance Standards. Maintain current credentials and certifications. Two years of experience in health related field preferred. Previous experience with preschool children (pediatric, public health or school nurse experience) and basic knowledge of child development principles preferred. Ability to communicate and cooperate with children, other staff and parents effectively and tactfully. Ability to work effectively with parents and children from diverse and low-income backgrounds, community members, leaders and a variety of cultural groups. Ability to network effectively in the communities to provide needed health services. Ability to maintain confidentiality. Transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Personal vehicle with current liability insurance and a valid driver’s license required. Must meet YFS driving record criteria. Bona fide occupational requirement: Tobacco non-user (this does not refer to use in prayer, as in American Indian ceremonies and offerings).

**Essential Functions:** Comply with and implement all applicable local, state and federal regulations, including all related Head Start performance standards and achievement of locally designed goals and objectives. Oversee, organize and coordinate the delivery of health services. Assist in compiling medical and developmental histories, including immunization records for each enrolled child. Provide as appropriate the following screenings for each child: age, height, weight, vision and hearing. Provide lead screenings for children through a capillary draw, when needed. Administer prescribed medication to children on an as-needed basis. Participate in Health Advisory Committee. Assist in the identification of the special needs of children and coordinate the delivery of services for them. Maintain accurate records for each child, data entry and completion of appropriate documents and referrals as needed in a timely manner. Assist families in identifying a medical and dental home. When necessary, assist parents in making arrangements for medical and dental examinations and necessary follow-up treatment for each child. Assist in completion of the Program Information Report (PIR), work plans and self-assessment. Serve as a member of the staffing team to assess the education, health, nutrition, disability and family service needs of each child and family. Research health, nutrition and oral health topics in order to provide resources and technical assistance to children, parents and staff. Encourage parents to become involved in the health care of their child. Provide parents with information on the health status of their child. Assess parent education needs; develop and implement a parent education program. Assist with instruction for First Aid /CPR/Bloodborne Pathogens to all program personnel. Complete training to become a Certified CPR Instructor as required. Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services. Actively participate on community workgroups, task forces, and/or committees which support identification of health, nutrition and oral health. Network
with community health care providers who serve the Rural and Rapid City Prenatal to Five Head Start Programs to advocate for key issues facing children and families. Provide resources and technical assistance to all YFS programs as needed.

**Additional Functions:** Comply with required reporting procedures/record keeping. Maintain complete and accurate Head Start health records for each child. Assist in all assigned activities and special projects, including, but not limited to, in-kind, United Way, Kids Fair, and Delta Dental Care Mobile. Assist in relevant aspects of program planning in coordination with Program Director and other program components. Provide guidance and orientation for staff and health component volunteers, including student nurses. Provide transportation to children and families for medical/dental treatment, when needed. Attend and participate in staff meetings and trainings as requested by supervisor. Perform additional duties as assigned by supervisor. Act in accordance with YFS’ purpose, philosophy, values, goals, policies and procedures. Promote and support all programs and services of YFS. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise.

**Environmental Functions:** Must be able and willing to meet travel needs of position, including out-of-area and out-of-state. Ability to lift up to 50 lbs.

**Benefits:** YFS strives to provide our employees with the best benefits we can. Medical, dental, vision, long-term disability & life insurance, holidays, vacation, sick leave, 401K, retirement/pension, employee discount/respective local businesses, and other.

**How to Apply:** For consideration, an application for employment and detailed resume with cover letter must be submitted to the YFS Human Resource Department. Application may be downloaded at: [http://www.youthandfamilyservices.org/careers/](http://www.youthandfamilyservices.org/careers/). Please note that resume only will not be accepted.

**How to Submit Application:**
By email: yfshr@youthandfamilyservices.org
In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702
Other location: One Stop Career Center