

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

Department: **Rapid City Head Start**

Position: **Nurse**

Status: **Full-Time**

Reports to: **Rapid City Head Start Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **4 Days/Week**

Hours/Week: **40**

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

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Registered Nurse or Bachelor of Science in Nursing required. 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. Must meet SD Child Care Licensing Regulations if required for position. Must have current South Dakota nursing license. Maintain current credentials and certifications. Two years experience in health related field preferred. Able to network effectively in the communities to provide needed health services. Current vehicle liability insurance and a valid driver's license required. Ability to maintain confidentiality. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Able to work effectively with parents and children from diverse and low-income backgrounds, community members, leaders, and a variety of cultural groups. Previous experience with preschool children and basic knowledge of child development principles preferred.

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.
- Compile 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.
- Identify the current special needs of children and coordinate the delivery of services for them.
- Assist in the supervision and care of ill children while the families are contacted to pick up the child.
- 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).
- 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 Home-Based 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 purpose, philosophy, values, goals, policies, and procedures of YFS. Promote and support all YFS programs and services. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise.

Environmental Functions: Ability to lift up to 50 lbs. Must be able and willing to meet travel needs of position, including out-of-area and out-of-state. Work schedule may vary dependent upon program needs. Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate. Ability to carry children with both arms. Ability to move within the classroom and playground and on the bus. Ability to move from sitting or kneeling on floor to standing. Ability to kneel and bend.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <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

Any questions? Call our HR Team at 605-342-4195!