CITY OF PEABODY
HUMAN RESOURCES DEPARTMENT
CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960
Phone: (978) 538-5722/5721

KAREN BUDROW
Human Resources Director

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

Date posted: 9/25/2014

JOB POSTING
Dept. of Health and Human Services
School Nurse – 2 Temporary positions

Hours of Work: 37.5 per week **Location:** School, to be assigned

Duration of position: One position expected to be through the end of the 2014-2015 school year. The second position sought is expected to be needed through December 20, 2014 (possibly longer).

Pay: Depending on education, experience and licensure as School Nurse; pay range from a minimum of $25.38 per hour to a maximum of $39.71 per hour.

Summary: The City of Peabody is seeking for a defined period, a full time Registered Nurse to work within the public school system and perform nursing services for students in the development of a healthy school community. General duties include but are not limited to health assessment, medical treatment and health counseling of students; medication administration; development, implementation and ongoing evaluation of individualized medication administration care plans and individualized health care plans; collaboration with health care providers and school personnel regarding the health of students; providing emergency care to any individual in the case of injury or sudden illness; performing and/or overseeing all Massachusetts Department of Public Health mandated health screenings or activities; maintaining comprehensive school health records including computer data base program; prevention and control of communicable diseases within the schools; staffing immunization clinics and other public health related duties.

Qualifications: Minimum requirements:

Current R.N. license from the Massachusetts Board of Registration in Nursing.
Department of Education Licensure as a School Nurse or eligibility to apply for licensure.
Two years experience in school health, family practice, community health or pediatrics
School Nurse Certification and BSN from an accredited School of Nursing preferred

Need is immediate and applications will be considered as they are received.
To apply a qualified applicant will find a City employment application form available on the City of Peabody website or can obtain at the Human Resource office at City Hall or send a resume and cover letter to Director of HR, Peabody City Hall, 24 Lowell Street, Peabody, MA 01960; e-mail cathy.trombley@peabody-ma.gov; **fax 978-538-5982. The City is an EOE**

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JOB POSTING
Dept. of Health and Human Services

Job Title: Part-time Clerk, School Health Office

Location: School, to be assigned

Hours of Work: flexible as needed within School schedule and not more than 19.75 hours per week.

Pay: $16. 06 per hour

Summary: The City of Peabody is seeking a part-time clerk to work within the school health office to provide the school nurses with clerical support, using current technology and computer applications; perform clerical functions in support of the administrative obligations necessary to assure record keeping and office operations are efficient and effective as is required in a school health systems.
General duties include: Filing student health records and various information pertaining to student's health record; using medical case management software to document student medical information and treatment; and organizing the health office, supplies, and records.

Qualifications:
Education and experience should demonstrate the skills required. Qualified candidates will possess strong computer and office skills; must have sensitivity to dealing with children and parents; tact in communication, verbal and written is required; fully able to meet the requirement for professional regard for strict confidentiality.

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