



## **Director of Health and Wellness/School Nurse (Full time, exempt)**

**Start Date:** July 1, 2024 or possibly sooner

### **About Brookwood**

Brookwood is an Age 3 - Grade 8 co-ed independent school of 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on fostering a joyful community of lifelong learners and upstanding global citizens who embrace a culture of curiosity, kindness, and academic accomplishment. Brookwood also offers a playful, collaborative work environment for 85 faculty and staff who go the extra mile to do what is best for kids.

### **Position Summary**

Brookwood seeks a full-time school nurse to manage all the activities of the Health Office during the school year and summer camp programming, and to help forward initiatives of health and wellness in the school community. The nurse oversees and provides direct care to students and is responsible for developing and implementing wellness, health and safety policies and procedures in support of the school's mission and in compliance with federal, state and local laws. The Nurse works in collaboration with a consulting physician; work is self directed but performed in accordance with the policies and procedures and state law regarding nursing practice.

### **Essential Duties and Responsibilities**

- Provides direct professional nursing services, first aid, illness and emergency care to students, faculty and staff during the school day. Makes appropriate referrals on health issues and consults school physicians when needed.
- Serves as the primary educational resource for health-related questions/issues for parents, students and employees; provides ongoing health counseling as necessary.
- Collaborates with mental health staff and division heads related to students with social or emotional difficulties.
- Promotes inclusion practices to create a safe, welcoming environment for students, families, and faculty (including issues of gender and sexual identity, nutrition and body image, cultural medical practices, etc.).
- Manages student dietary needs/food allergies needs in conjunction with food services and division heads.
- Helps develop, lead and facilitate the school's wellness program.
- Monitors compliance of school health programs with federal, state and local laws, regulations and policies.
- Communicates with the community about school health policies and ensures policy compliance.
- Monitors environment both within and outside the school buildings to ensure the safety and wellbeing of students, faculty, and staff.
- Maintains accurate health records on each student; ensures that students comply with immunization laws; prepare and review Individual Health Care Plans for students with life-threatening allergies and/or chronic health conditions.
- Works in collaboration with Manchester Department of Public Health to implement communicable disease control in the school.

- Identifies health and safety hazards in the school and communicates with administration and the maintenance staff.
- Writes incident reports and informs administration of serious injuries or illnesses.
- Assists with the management of all school health materials and supplies to support physical education, athletics, field trips, classrooms and offices.
- Participates in classroom education to promote health and wellness as needed, including the human growth and sexuality education of students.
- Conducts yearly health screenings; provides CPR/AED/epipen training for all employees and coaches; provides in-service training for wellness, blood borne pathogens, and other health related topics as needed.
- Provides opportunities for community outreach related to health and wellness.
- Participates in the Independent School Nursing Group (ISNG) and utilizes continuing education opportunities to enhance professional knowledge.
- Participates on the school's Emergency Response Team.
- Performs additional duties as assigned by the Head of School.

### **Ideal Experience and Characteristics**

Successful candidates will demonstrate exceptional judgment, integrity and confidentiality (including meeting FERPA/HIPAA standards) and a strong commitment to meeting the needs of each child and family. In addition, they will have excellent technical, communication and organizational skills; they will also have strong interpersonal skills, a warm demeanor and a positive, respectful attitude towards all members of our community. Candidates will be able to work collaboratively with faculty and parents to enhance student wellness and achieve common goals.

### **Qualifications**

- Bachelor's degree in nursing from an accredited nursing program; master's degree in nursing or related field preferred.
- Valid license to practice as a Registered Nurse in the State of Massachusetts; meets continuing education requirements as established by the state board of nursing.
- Minimum of five years experience in nursing, school health or related field with a preference for pediatrics; minimum of two years experience in management, supervision, and/ or administration.

### **To Apply**

Interested candidates should email a cover letter and résumé to Alli Moore, Executive Assistant to the Head of School, [amoore@brookwood.edu](mailto:amoore@brookwood.edu)

**Statement of Non-Discrimination:** *Brookwood School is an equal opportunity employer. The School is committed to a policy of non-discrimination and equal opportunity for all (employees and) qualified applicants without regard to age, race, color, sex, pregnancy or pregnancy-related condition, gender identity, religion, national origin, ancestry, sexual orientation or preference, physical or mental disability, genetic information, military service, application for military service, veteran status, or any other status protected under applicable federal or state law. The School will make reasonable accommodations for qualified individuals with known disabilities or pregnancy-related conditions, in accordance with applicable law.*