

Anoka Hennepin Independent School District #11

Position Standard

Adventures Plus – Registered Nurse

Adventures Plus is a childcare program providing before and after school care for elementary age students and is located in various elementary schools throughout the District.

Essential Functions:

- Coordinate the intake process for children with medical needs entering the school-age childcare program.
- Lead staff trainings in the areas of health and safety.
- Coordinate and facilitate on-site staff training with child's guardian regarding care for their child's medical needs. Work collaboratively with school personnel (nursing administration, school nurses, special education staff, etc.) to provide comprehensive support of the child's medical and physical needs.
- Ensure compliance with DHS, MDE, and MDH rules for infectious disease exposure, reporting, communication. *(In the event of a Positive Covid case: assist with contact tracing, determine quarantine dates, assist with notification of guardians.)*
- Conduct periodic site visits to check in on the status of the children's care and follow-up with staff to provide feedback and answer questions.
- Ensure accuracy of medication records at sites.
- Consult with sites to maintain and store medication records appropriately.
- Consult on proper medication storage and procedures onsite.
- Consult with staff in the event of an allergen exposure incident, medication error, or other medical emergency. Follow up on district paperwork submission for site (student or staff) injuries.
- Follow-up on health-related referrals.
- Other duties as assigned.

Minimum Qualifications:

- Current MN Registered Nurse (RN) License.
- Good written and verbal communication skills.
- Good organizational skills.
- Ability/desire to work with school-age children; ability/desire to work with technology; ability to remain calm in stressful, emergency situations; ability/desire to work cooperatively with department and district staff.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 40 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Preferred Qualifications:

- Public Health Certification (PHN) preferred.
- Experience in a school or childcare setting preferred.
- Experience in training staff preferred.

Physical Factors include:

Frequent: standing, walking, sitting; simple grasp; firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling, twisting/pivot, reaching, and fine manipulating.