



ST. JOHN'S ACADEMY

SHAWNIGAN LAKE

2371 Shawnigan Lake Road, V0R 2W5, Shawnigan Lake, BC
250-220-4888, info@stjohnsacademy.ca

JOB DESCRIPTION

At St. John's Academy Shawnigan Lake, every employee is an active learner committed to personal improvement through meaningful collaboration with professional learning communities, for the explicit purpose of supporting holistic student development as described in SJA's mission and values. At St. John's Academy every employee is an active learner committed to personal improvement, through meaningful collaboration with professional learning communities, for the explicit purpose of supporting holistic student development as described in SJA's mission and values. St. John's Academy Shawnigan Lake, a secular school located on acres of pristine forest by the lake and at the base of Mount Baldy, provides an innovative approach to education for day students and boarding students. This ideal location provides opportunities for outdoor learning and activities that complement both the Academic and Boarding programs. As well, social-emotional learning is part of our Positive Discipline approach to teaching self-awareness, resiliency, and responsibility.

POSITION DESCRIPTION

Title: School Nurse

Start date: August 2022

Reports to: Director of Students

Wage: Remuneration based on experience; Extended Health plan.

Summary: The School Nurse position is part-time with the availability to be full-time for an individual willing and able to take on other responsibilities within the school. The School Nurse will tend to injured and sick day and boarding students, drive boarding students to medical and dental appointments, arrange school immunization clinics and perform related administrative duties as required. There may be times where the Nurse is asked to be on-call in addition to the regular schedule.

DAILY RESPONSIBILITIES

- Tend to both day and boarding students for medical or mental health concerns
- Use clinical judgement to determine course of care
- Transport boarding students to appointments
- When on-call, must be able to arrive on campus within 20 minutes if required
- Available to stay overnight on campus providing care to student(s) if required
- Provides health care duties such as first aid treatment for minor ailments and injuries and administering medications as needed
- Liaises with outside medical specialties, therapists, dental, ophthalmic or other health related appointments for boarding students

- Provides preventative health care, promotion of health and health awareness through seminars
- Refers students to the school counselor when appropriate
- Performs administrative functions, such as maintaining emergency equipment, ordering supplies, maintaining electronic student files including medication needs, immunization records, infirmary records, and allergy lists

EDUCATION, EXPERIENCE AND SKILLS

- Current membership in good standing with the BC College of Nursing Professionals along with a minimum of two years' experience in a related position
- A Bachelor of Science Degree in Nursing or a Licensed Practical Nursing diploma from an accredited post-secondary institution
- Current CPR Level C certification
- Adherence to the BC Standards for Nursing Practice
- Proactive approach to preventative health care
- Proficiency in Microsoft Office (Outlook, Word, Excel)
- Evaluation strategies for situational needs
- Knowledge of, and experience with, international cultures and Indigenous worldviews
- English language skills
- Excellent interpersonal, written and oral communication skills
- Ability to deal with people, and in particular, adolescents, sensitively, empathetically, tactfully, consistently and professionally at all times
- Adept with technology and software applications
- Ability to establish priorities, organize, schedule and solve problems and tasks.
- A Class 5 Driver's license required, Class 4 Driver's license may be beneficial
- All new employees must provide a clean drivers abstract
- All new employees are to clear a Criminal Record Review

Benefits:

- Extended health care
- Vision care
- Dental care



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- Life insurance

HOW TO APPLY

Applicants are to provide:

- One-page maximum cover letter
- CV / resume
- Three (3) references
- Verification of qualifications (post-secondary degree and/ or other relevant qualifications)

Send application package to careers@stjohnsacademy.ca

Job posted: May 2, 2022

Closing date: June 1, 2022

Job Type: Part-time or Full-time when combined with another part-time position

Applicants are encouraged to apply early, as the school reserves the right to appoint before the closing date. We thank all applicants for their time and will only contact selected candidates.