



MADEIRA

Nurse Manager

The Madeira School is an independent, college preparatory, boarding and day school for girls grades 9-12. Located in McLean, Virginia on a 376-acre wooded campus, Madeira is 12 miles from the center of Washington, DC. Madeira's ambitious academic curriculum emphasizes both content and skills.

The Madeira School is seeking a Nurse Manager to join its Health & Wellness Center. The Nurse Manager provides oversight and supervision of nursing care in the Health and Wellness Center to meet the needs of the boarding and day school communities, and summer programs in accordance with School protocols and regulatory requirements. The Nurse Manager is responsible for staffing, scheduling, budgeting, expenditures, inventory, medical record management, student appointments and transportation, management of required medical documentation from students and campers, communication with parents on health-related issues and general nursing care of students and campers.

Responsibilities include:

- Provide direct age appropriate and culturally sensitive professional nursing care for a variety of acute and chronic conditions and injuries in an inclusive, collaborative, and integrated Health and Wellness Center.
- Uses physical assessment skills during in-person appointments to independently evaluate a student complaint, making recommendations for self-care, further evaluation by a MD/NP or for urgent care outside of the Health and Wellness Center.
- Accompanying and transporting students to the hospital and/or doctor as needed.
- Ensures appropriate recruitment, training, supervision, development, and evaluation of RN and LPN nurses.
- Working closely with the contracted pediatric and orthopedic groups in developing standards and guidelines for the delivery of care.
- Monitoring the compliance of school health programs with federal, state and local laws, regulations and policies and keeping current with emerging health related topics/practices to meet the needs of the community.
- Collaborate with School Counselors to teach health and wellness topics to students as a member of the Student Life staff.
- Participating in both the Dean of Student Life & Culture team and the Health and Retention Team.
- Providing individual and community health education.
- Developing and documenting Health and Wellness policies and procedures, working to streamline and increase efficiencies.
- Managing student and camper health forms and records; maintaining records and tracking in health systems such as Magnus Health.

- Working closely with the Athletics Department and the Athletic Trainer to build and develop interdepartmental relationships; acting as a liaison between the dorm faculty and the Health and Wellness Center.
- Developing, implementing and maintaining concussion protocol in conjunction with the Athletic Trainer.
- Communicating courteously and effectively; working cooperatively; demonstrating respect and understanding of others.
- Ensuring appropriate department communication so that information is provided across shifts.
- Ensuring equipment and supplies are adequate, clean, neat and safe.

Requirements:

- Bachelor's degree in nursing with current, or eligible to obtain, Virginia or multi-state RN license
- First Aid/CPR/AED Certified
- Demonstrated commitment to multicultural approaches to clinical care
- Understanding of the social, psychological, and physical development of children and adolescents
- Valid driver's license required
- Strong interpersonal, communication, analytical and organizational skills
- Ability to work independently and as part of team
- Ability to innovate, problem solve and think creatively
- Ability to make contribution to the School outside the Health and Wellness Program
- Ability to use and adapt to a wide array of technology as tools to support the Health and Wellness Program; familiarity with Magnus Health a plus
- Uphold the School's professional standards including punctuality, courtesy and discretion
- Physical demands of this job include occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant finger dexterity. This job is performed under conditions with exposure to risk of injury and/or illness.

Working Environment Note: The physical demands of this job include occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant finger dexterity. This job is performed under conditions with exposure to risk of injury and/or illness.

To apply, please send your resume and cover letter to hr@madeira.org. Please include your name in the file name for any documents submitted.