

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.manchesternh.gov



SCHOOL NURSE I

(Announcement Number R-039-13)

Grade 17

Starting Pay: \$737.17 per week – plus benefits package

School Calendar Schedule – 43 weeks

THE JOB:

Provides school health services and health promotion in elementary, middle or high schools in Manchester. Plans, implements and evaluates school health programs; compiles, analyzes and interprets narrative, statistical and program reports and records; maintains cumulative health records on all students assigned; obtains student health histories, including immunization records; administers medication to students as prescribed; develops health portion of the Individual Education Plan; performs related duties.

MINIMUM

QUALIFICATIONS:

Associate's Degree in Nursing (Bachelor's Degree preferred) plus community health and/or pediatrics related experience. Must possess State of New Hampshire RN license and provide own transportation to work site/s. Experience working with multi-cultural populations is a plus.

NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodations, as determined by passing a medical exam, including alcohol and drug tests and a thorough background check.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at City of Manchester website (Human Resources/Job Application Instructions) or in person at HR Dept. City Hall Annex.

OPENING DATE:

July 1, 2013

CLOSING DATE: Open Until Filled

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****