

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-20-15)

Grade 17

Starting Salary: \$31,697.67 – 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 as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited nursing program with an Associate's Degree in Nursing (Bachelor's Degree preferred) and considerable experience in school or general nursing; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. Candidate must possess state of NH RN License.

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:

Candidates must complete a city of Manchester Employment Application available at the City of Manchester website www.manchesternh.gov/jobs or in person at the HR Dept., City Hall Annex. Submission of a resume is optional. .

OPENING DATE:

Monday, April 13, 2015

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*****