

WESTMONT COLLEGE

Registered Nurse: 18 hrs/wk (Mon, Tues, Wed: 6 hrs/day), 9 months per year **Health Center**

Position Summary: Provide primary care to college students.

Qualifications: California Certification as Registered Nurse. Previous experience with college students is highly desired. Effective and positive communication skills are required.

Responsibilities:

- Establishes rapport a creates compassionate environment by providing emotional, psychological, and spiritual support to students.
- Promotes student's independence by establishing care goals and ensuring that the student understands the condition, medications, and self-care strategies.
- Assures quality of care by adhering to therapeutic standards.
- Maintains safe and clean working environment.
- Protects students and employees by adhering to infection-control policies and protocols.
- Documents and charts patient care services.
- Maintains confidentiality protocols.
- Maintains and anticipates nursing supplies by checking inventory levels and placing orders as needed.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional organizations.
- Maintains and contributes to strong rapport with the health care team, Counseling Center staff, by communicating information; responding to requests; building rapport; participating in team problem-solving methods. Contributes to team effort by accomplishing related results as needed.
- Assists with leading health education seminars, workshops, and panels.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Performs other duties as assigned.

Reports to: Director of the Health Center