

Employee Health Nurse

Position Details

Division: Student Services

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months, add-on days available at the contracted daily rate of pay

FLSA STATUS: EXEMPT

Position Summary

The primary role of the employee health nurse is to provide preventative measures that ensure the health and safety of employees in an occupational setting. The employee health nurse works toward maximizing employee productivity and overall health and safety of the employee. The primary goal is to reduce the loss of wages that can come from things like injuries or illnesses by identifying risk and hazards, assess health statuses, and promote good overall health and well-being. This person selected for this position will be expected to adhere to all standards of the Nevada State Board of Nursing Nurse Practice Act, Nevada Revised Statutes (NRS) and Clark County School District Professional Domains and Standards for Licensed Employees; and will report directly to the Director I, Employee Occupational Health Strategy Director, Student Services Division (SSD), Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops and implements health and safety programs for employees.
2. Develops disease prevention programs for employees (mental health awareness, healthy eating programs, exercise, and smoking cessation, etc.).
3. Collaborates with site administrators regarding employee injuries, health concerns, communicable disease and safe return/release to work.

4. Collaborates with site administrators regarding employee's restrictions and reasonable accommodations.
 5. Maintains employee health records.
 6. Complies with public health authority mandates regarding communicable disease management and reporting.
 7. Assists with employee COVID-19 related symptoms, investigation, and contact tracing.
 8. Complies with state and federal law regarding reporting of suspected child abuse or neglect.
 9. Collaborates with appropriate CCSD departments and personnel to assist with District planning, development, and implementation of emergency disaster preparedness programs.
 10. Serves with licensed social workers and other appropriate personnel on an Employee Assistance Program, to facilitate direct intervention and follow-up referrals for staff who present with suicide ideation or other mental health crises.
 11. Counsels employees on physical and mental health issues and guides them toward community resources and employee assistance programs.
 12. Collaborates professionally with employee's and community representatives.
 13. Participates in meetings, seminars, and conferences, and serves on committees, as appropriate.
 14. Participates in other job-related duties and activities related to position, as assigned.
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Position Expectations

1. Comply with and implement related federal and state laws and District policies, regulations, and procedures as related to employee health.
2. Maintain confidentiality.
3. Communicate effectively both written and orally.
4. Utilize a computer in health-related searches, e-mail communication, and data collection, and maintenance of employee health records.
5. Demonstrate general knowledge in the fundamental principles, trends, and research in the field of employee/occupational health.
6. Demonstrate specific knowledge and appropriate resources related to District procedures for suicide intervention and community-based counseling and support resources for recovery from suicide ideation or attempted suicide.
7. Work cooperatively with employee's peers, administration, and community members.
8. Maintain and improve professional competence.

Position Requirements

Education and Training

1. Bachelor's degree in Nursing from a Commission on Collegiate Nursing Education (CCNE) accredited college or university and a valid school nurse endorsement from the Nevada Department of Education (NDE).
- OR-**
2. Bachelor's degree from an accredited college or university in a Related Health Care Field and hold or be able to acquire by time of appointment to the position, a valid Health Occupation Business and Industry license from the NDE.

Licenses and Certifications

1. Must possess, or be able to acquire by time of appointment to the position, a license from the Nevada State Board of Nursing.
2. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from the American Heart Association, or American Red Cross. Certification must be maintained for the duration of the assignment.

Preferred Qualifications

1. Minimum of six (6) months' work experience as a registered nurse.
2. Hospital experience preferably in employee health, epidemiology, occupational health and or infection control.
3. Working knowledge of microbiology, epidemiology, infectious diseases, aseptic techniques and current practices.
4. Experience in public health or school nursing.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Created: 05/26/21
- Revised: 10/26/20