

LaSalle County School Health Service has an immediate opening for a Staff Nurse.  
This is a full time position which includes a benefits package. Work hours are Monday-Friday  
8:00-4:30. CSN, IDPH Vision and Hearing Certification a plus.

Please see attached job description for more details. Complete the application below and send  
with resume to:

Carol Neurohr, RN  
119 W. Madison St. Room #103  
Ottawa, IL 61350  
Or [lcshs@lasallecounty.org](mailto:lcshs@lasallecounty.org)

\*Application Deadline is August 14, 2017

# LaSalle County

## Job Description



**Job title:** Staff Nurse

**Work Location:** Downtown Courthouse

**Division/Department:** LaSalle County School Health Services

**Reports to:** Director of School Health Services

**Employment Classifications:**

- Full-time    Part-time  
 Exempt    Nonexempt  
 Salaried    Hourly  
 Bargaining Unit

**Salary Grade:** \_\_\_\_\_

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

**The staff nurse shall be responsible for 60% of the student enrollment. The staff nurse will be responsible for administering hearing and vision screening programs, administering immunizations during school-site clinics, and provide consultation services to County Schools regarding health information and follow Illinois School Code**

- Administers IDPH Vision and Hearing Conservation Program in County Schools, including follow-up.
- Administers immunizations at school site clinics. In cases of the threat of disease outbreaks, may be required to give immunizations at other clinics.
- Assists the Director in the preparation of reports as needed. This includes reports for all governmental agencies and schools as required.
- Performs scalp inspections for schools following the LaSalle County Head Lice Control guidelines and recommendations and assists with keeping guidelines current.
- Trains adult volunteers to assist with school scalp inspections and educates school staff, volunteers and parents on current head lice recommendations.
- Maintains school health records as required.
- Drives own car to schools and other locations in LaSalle County and is responsible to maintain car safety and insurance standards set by county.
- Acts as liaison between Director and school personnel, students, parents, DCFS, L.E.A.S.E., physicians, and dentists.
- Provides Bloodborne Pathogens training for school personnel and other agencies as per their request or need.
- Provides presentations on health topics to school personnel including diabetes, asthma, epilepsy, food allergy and anaphylaxis as requested or needed.
- Provides consultation services to county schools regarding health issues and the Illinois School Code.
- Assists LaSalle County Health Department and Regional Office of Education with other programs as designated by Director.
- Attends workshops and continuing education seminars as assigned by the Director.
- Trained as FOIA officer.
- Assists other county school nurses by sharing information, and may help train new county school nurses as well as assist with vision and hearing if they are unable as designated by Director.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

**Education and/or Work Experience Requirements:**

- Four years practical experience as a Registered Nurse, with preferred experience working with children 0-18 years of age.
- Graduate of an approved Registered Nurse Program, required.
- Current State Registered Nurse License
- Hold current CPR Certification
- Must hold a current driver's License and provide own car and insurance
- Must be Certified Vision Technician (current), IDPH
- Must be Certified Hearing Technician (current), IDPH
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Ability to speak clearly and have strong verbal and written communication skills.
- Ability to maintain a professional and positive demeanor when interacting with students.
- Working knowledge of stages of Child Growth and Development
- Competency and knowledge of immunizations
- Possess strong verbal and written communication skills.
- Ability to keep all classified information confidential
- Must possess good problem solving skills
- Ability to use a computer and Microsoft Office programs

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires sitting (4-6 hrs), standing/walking (3-5hrs). This position experiences stair climbing, bending, twisting, balancing, crouching, kneeling, stooping and reaching movements. Defined Medium Work - May require lifting up to 50 pounds occasionally, and/or up to 30 pounds frequently, and/or up to 10 pounds constantly to move objects. Average or better hearing and vision; visual acuity to performance activity by viewing a computer terminal, extensive reading, operation of medical machinery. Repetitive use of wrists, hands, fingers. Communication skills including speaking and hearing at normal levels, with ability to communicate information orally.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Activities are performed both indoors and outdoors, subject to environmental conditions. While performing the duties of this position, the employee is subject to normal to varying temperatures dependent upon the season/location of event. The noise level in the work environment is moderate. Situations may present working in small enclosed rooms.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**