

POSITION DESCRIPTION

Lutheran Summer Music Academy & Festival (LSM) and Sounds of Summer Institute (SOSI)

Title: Nurse

Classification: Independent contractor

Department: Summer Staff, Student Life Staff

Reports to: LMP national admissions staff

Hours: Residence at LSM / SOSI site from Thursday, June 22, 2017 to Monday, July 24, 2017

Overview:

As an integral member of the Student Life staff, the Nurse oversees all aspects of academy health, health policies and procedures, and ensures that every LSM & SOSI student, faculty, and staff member enjoys a healthy summer, with proper health treatment as necessary. The Nurse is encourage to fully participate in the LSM / SOSI community.

Expectations:

- Participate in and assist in medical aspects of Student Life staff orientation.
- Responsible for medical supply inventory.
- Check-in and check-out of student medical information, medications, and answer questions.
- In compliance with the Health Insurance Portability and Accountability Act (HIPAA) regulations, maintain consistent communication with necessary staff, maintain accurate reporting and paperwork, especially when treatment is given at hospital.
- In compliance with HIPAA regulations, dispense medication as needed or as scheduled, according to physician's order, logging and reporting as necessary.
- Communicate injuries or illnesses to Admissions staff and Executive Director prior to contacting parent/guardian.
- Other duties as assigned.

Qualifications:

- Registered nurse (RN) or licensed practical nurse (LPN). ***Current nursing student, EMT / First Responder certification considered.***
- Experience providing basic health care.
- Current CPR and First Aid certification.
- Experience working with children, preferably high school age.
- Ability to manage personal well-being while remaining fully committed to the health care needs of a larger community.
- Confidentiality.
- Cognitive ability to read and understand prescriptions and healthcare policies.
- Physical ability to travel to areas of the program quickly, lift/assist injured persons.
- A valid driver's license and access to a vehicle for transporting students as necessary for treatment.
- Understanding of and commitment to the mission of the organization.
- Interest in music and knowledge of Lutheran heritage a plus but not required.

Compensation/Benefits:

Independent contractor receives stipend and travel allowance at the conclusion of LSM/SOSI. A private room and board at host college are also provided, if applicable.

To Apply:

Interested applicants should send a resume, cover letter, completed background check form, and three references that include name, position, address, email and phone number, mail to: LSM Nurse Search, 122 W. Franklin Avenue, Suite, 230, Minneapolis, MN 55404; or by email to admissions@lutheransummermusic.org. **Background check form MUST be mailed with original signature.**

No phone calls please.