



m.u.s.t.a.r.d
s.e.e.d

Resumes will be accepted through
July 14, 2017.

Del Harrington
1085 Luckney Road
Brandon, MS 39047
del@mustardseedinc.org
601-992-3556

Job/Position Description

JOB/POSITION TITLE: Campus Nurse

Date: June 12, 2017
Reports To: Program Director
Status: Full time position. Must be available some evenings and weekends.

SUMMARY:

The Campus Nurse is responsible for overseeing medical needs and communicating those needs to the families.

The Campus Nurse reports directly to the Program Director and works closely with the Activity Center Staff, Group Home Staff and Executive Director.

JOB RESPONSIBILITIES:

- Administer medications during the Day Program and prepare all medications for Seedsters in the Group Homes. Prepare Medication Administration Records weekly for Activity Center and Group Homes.
- Keep First Aid Kits up to date.
- When necessary, be available for calls in the evening and on weekends.
- Promptly communicate with families and staff regarding medical care. In addition, be available at the beginning and end of day to communicate with families as they arrive and depart from campus.
- Document and update medication administration records as families/doctors present changes.
- Daily journal all information pertinent to staff regarding the wellbeing of each Seedster.
- Transport Seedsters to doctors appointments. Communicate diagnosis with families.
- Coordinate and lead classes for Seedsters teaching healthy habits. ie. nutrition, exercise, coordinate exercise programs for Seedsters, etc. Create and help to implement individual wellness plans.
- Weekly health update with Seedsters.
- Travel with Seedsters and Staff for Fun Friday outings, lead a Fun Friday Group.
- Tending to ill Seedsters while awaiting arrival of families for dismissal.
- Present First-Aid and CPR refresher course at Staff Development Day.
- Assist during the Day Program with supervision and facilitation of Seedsters.
- Duties above will be a mix of nursing and direct care of Seedsters.

POSITION QUALIFICATIONS:

- Minimum education: RN or LPN. License must be presented.
- Computer literacy with competency in Microsoft Office.
- Strong project management and time management skills.
- Ability to drive a 15-passenger van

- Enthusiasm for the mission of the Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization.
- Energetic and creative attitude with a strong client relation skills.
- Ability to perform CPR and other First-Aid procedures.
- Excellent communication and organizational skills.
- Experience with individuals with Special Needs is preferred