



The Putney School
Summer Arts Programs Health Services Coordinator

The Putney School seeks a part-time, temporary health services coordinator from approximately May 29, 2019 to August 7, 2019. This is a non-benefited position.

Putney is a progressive, coeducational, boarding school of 230 students located in Putney, Vermont. The Putney School cultivates and sustains a community that embraces difference, seeks inclusivity, and demands cultural awareness.

Essential Responsibilities:

- Processing and reviewing health forms for incoming Summer Programs students (approximately 200); communicating with parents to ensure that all student forms are received before late June
- Creating list of student medical conditions, prescription medications, allergies, epipen, and inhaler use; communicating relevant information to health services team, KDU staff, Summer Programs staff, and others as needed
- Orienting nursing staff in the second or third week of June; orienting residential staff; presenting a review of student health histories at a faculty meeting
- Organizing and being present at the health desk for both sessions' registrations (June 23 and July 14) between 11 am and 7 pm
- Overseeing management of prescription medication administration
- Ordering linens, medical supplies, and other supplies as needed
- Communicating on a daily basis (via phone or email) with nursing staff and Summer Programs staff; coming in for meetings as needed
- Communicating with Putney School and ancillary staff as needed
- Remaining available by phone, email or in-person throughout both sessions to troubleshoot issues/problems with student health issues, staffing, etc.
- Creating a summary report and preparing the office after the culmination of the program

Education and Experience

- A registered nurse, currently licensed in Vermont in good standing
- School nursing, camp nursing, and/or pediatric experience preferred

Application Instructions:

Qualified applicants should electronically submit a letter of interest, a curriculum vitae, and names and contact information for three references to sdunbar@putneyschool.org with the subject heading: Summer Arts Programs Health Services Coordinator.

