

# The Putney School Summer Arts Program

## Health Services Job Descriptions 2022

[The Putney School](#) is actively seeking nurses for our amazing [Summer Arts Program](#). The program will run for one 4 week session from July 2, 2022 to July 29, 2022 with approximately 110 boarding and day high school aged students.

Located on 500 acres of land including miles of wooded trails and a working dairy farm in Southern Vermont, The Putney School is a coeducational boarding and day school for grades 9 – 12. As a progressive school, we believe people learn best by doing.

The Putney Summer Arts Program welcomes a diverse community of young artists and arts professionals to the Putney School campus each summer. The program offers a combination of arts and writing workshops for teens which provide an intimate space where those passionate about the arts receive support and inspiration. Each summer we build an intentional community. We create a space that is open and supportive of each student as they dive into their creative work and navigate their growth as individuals. Dorm living, workshops, daily sing, meals, camping, and all campus-wide events are important parts of our program. We are committed to supporting the range of experiences and expression that students share at Putney and to creating a community of understanding of one another that enriches all.

The ideal candidates will be eager to participate in anti-racist work and use an inclusive, social justice lens in their work with all students and adults on campus. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

### POSITIONS AVAILABLE

All positions are part-time and one RN could fill more than one position, on-call positions could be split with other nurses working the summer arts program.

If interested, inquiries should be directed to: [sdunbar@putneyschool.org](mailto:sdunbar@putneyschool.org)

#### **Summer Arts Program, Health Services Director**

This is a salaried, part-time, temporary, non-benefited position. Staff housing and tuition assistance for the program are negotiable.

**Dates and Hours:** approximately June 10 to July 31, 2020, (~ 10-12 hours/week in June and ~ 3-4 hours/week in July)

This nurse will oversee the summer nursing staff and operation of Health Services during the Summer Arts Program Session. *This position will be held by a nurse who is also filling one of the clinical nursing roles.*

**Responsibilities** include but are not limited to:

- Oversee the health and safety of summer programs participants
- Process and review health forms for incoming Summer Programs students (~110); communicate with parents to ensure that all student forms are received before mid June
- Create list of student medical conditions, prescription medications, allergies, epi-pen and inhaler use; communicate relevant info to health services team, kitchen staff, Summer Programs staff, and others as needed
- Orient nursing staff and residential staff in late June; present a review of relevant student health information to summer faculty
- Coordinate onsite COVID Testing for staff and students, if needed
- Organize and be present at health desk for registration on July 2 from 9am to 7pm
- Oversee management of prescription medication collection & administration
- Order linens, medical supplies, and other supplies as needed
- Communicate on a daily basis with nursing staff and Summer Programs staff and attend meetings as needed
- Communicate with Putney School and ancillary staff as needed
- Remain available by phone, email or in-person throughout the session to troubleshoot issues/problems with student health issues, staffing, etc.
- Create summary report/prepare office after culmination of program

**Requirements:**

- Licensed as a registered nurse in the state of Vermont
- Current CPR and First Aid Certifications
- Experience working with teens
- Management experience preferred
- Good communication skills - written and verbal
- Authorization to work in the United States

**Summer Arts Program, Morning Shift RN**

This is a part-time, temporary, non-benefited, hourly position with weekday clinic hours. Staff housing and tuition assistance for the program are negotiable.

**Dates and Hours:** July 2, 2020 to July 29, 2022, M - F, 7:45am to 1:45pm

- Includes being present for orientation to Health Services sometime in the end of June (TBD) for approximately 3 hours
- Includes being present for Registration from 9am to 5pm on Saturday 7/2
- May include additional hours on staff and student COVID testing days, if needed

**Responsibilities:**

- Administer and manage prescription medications for students
- Assess and treat, within scope of practice, student health needs; organize medical appointments as needed
- Document care provided

- Maintain Health Services spaces; communicate with other Health Services nurses, Putney School and/or Summer Arts Program staff, and, as needed, with parents
- Other duties as needed

**Requirements:**

- Licensed as a registered nurse in the state of Vermont
- Current CPR and First Aid Certifications
- Experience working with teens
- Good communication skills - written and verbal
- Authorization to work in the United States

**Summer Arts Program, Afternoon Shift RN**

This is a part-time, temporary, non-benefited, hourly position with weekday clinic hours. Staff housing and tuition assistance for the program are negotiable.

**Dates and Hours:** July 2, 2020 to July 29, 2022, M - F, 1:30pm to 7:30pm

- Includes being present for orientation to Health Services sometime in the end of June (TBD) for approximately 3 hours
- Includes being present for Registration from 11am to 7pm on Saturday 7/2
- May include additional hours on staff and student COVID testing days, if needed

**Responsibilities:**

- Administer and manage prescription medications for students
- Assess and treat, within scope of practice, student health needs; organize medical appointments as needed
- Document care provided
- Maintain Health Services spaces; communicate with other Health Services nurses, Putney School and/or Summer Arts Programs staff, and, as needed, with parents
- Other duties as needed

**Requirements:**

- Licensed as a registered nurse in the state of Vermont
- Current CPR and First Aid Certifications
- Experience working with teens
- Good communication skills - written and verbal
- Authorization to work in the United States

**Summer Arts Program, Weekend RN**

This is a part-time, temporary, non-benefited, position with a combination of clinical and on-call weekend hours.

**Dates and Hours:** July 2, 2020 to July 29, 2022, (total of 4 weekends)

Fri 7:30 pm to Sun 7:30pm; short clinical shifts on Sat and Sun (total 6 hours/weekend) with remainder of time on-call via pager

- Includes being present for orientation to Health Services sometime in the end of June (TBD) for approximately 3 hours
- Includes being present, if possible, for Registration on Saturday 7/2
- May include additional weekday hours for staff and student COVID testing days, if needed

**Responsibilities:**

- Administer and manage prescription medications for students
- Assess and treat, within scope of practice, student health needs; organizes medical appointments as needed
- Document care provided
- Maintain Health Services spaces; communicates with other Health Services nurses, Putney School and/or Summer Programs staff, and, as needed, with parents
- Respond to pages or phone calls from Summer Arts Program staff for medical consultation during on-call hours; any visits to campus while on-call are compensated at a premium hourly rate
- Other duties as needed

**Requirements:**

- Licensed as a registered nurse in the state of Vermont
- Current CPR and First Aid Certifications
- Experience working with teens
- Good communication skills - written and verbal
- Authorization to work in the United States

**Summer Arts Program, Weekday Overnight On-call RN**

This is a part-time, temporary, non-benefited, position with on-call overnight hours via pager Sunday evenings through Friday mornings.

**Dates and Hours:** July 2, 2020 to July 29, 2022, (total of 4 weeks)

on-call overnight from 7:30pm to 7:45am via pager on Sunday evenings through Friday mornings

- Includes being present for orientation to Health Services sometime in the end of June (TBD) for approximately 3 hours
- Includes being present, if possible, for Registration on Saturday 7/2

- May include additional weekday hours for staff and student COVID testing days, if needed

**Responsibilities:**

- Respond to pages or phone calls from Summer Arts Program staff for medical consultation during on-call hours; any visits to campus while on-call are compensated at a premium hourly rate
- Document consultation and care provided
- Communicate with other Health Services nurses, Putney School and/or Summer Arts Program staff, and parents, as needed

**Requirements:**

- Licensed as a registered nurse in the state of Vermont
- Current CPR and First Aid Certifications
- Experience working with teens
- Good communication skills - written and verbal
- Authorization to work in the United States