



Job Description

Job Title: Nurse

JTC: CDI

Salary Range: N05

FLSA: EXEMPT

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Performs professional services in the practice of nursing ensuring efficient operation of health center and providing leadership in the delivery of services based on functional area of knowledge to ensure that organizational/district initiatives are met.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Demonstrates a philosophy of clinical care emphasizing quality, safety, interdisciplinary collaboration, continuity of care, and professional accountability. Demonstrates knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently; ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the vision, mission and goals of the organization and/or district. Maintain clinical advancement based on education, certification, and/or other advanced preparation.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Acts as a trusted advisor, inspires confidence and models integrity in decisions, communication and treatment of all individuals internal/external to the college community. Protects the privacy and confidentiality of employees, students and others. Creates a work environment that embraces and appreciates diversity.

Acts as a resource to the campus community with regard to health issues and may function as a health team leader in emergency situations. Maintains consistent and positive customer relations, responding to requests in an efficient and timely manner.

Ensures appropriate equipment, supplies, and technology is available to optimize the efficient delivery of quality nursing care. Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple situations, create detailed actions plans, and adapt to changing priorities/directions. Maintains record of persons treated and prepares accident reports utilizing technological advances in clinical care and information systems to document patient care process.

Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Makes decisions that are based on thorough analysis of issues and uses sound judgment.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Graduate of an accredited nursing program with two (2) years of related experience, current license to practice as a Registered Nurse in the State of Texas, and current cardio pulmonary resuscitation (CPR) certification. Official transcripts, license and certification are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Interacts and provides direction to academic departments and staff members, as a consultant, in regard to health/medical issues or concerns. Collaborates with staff and ISD Administrators to identify, develop and implement best practices for tracking health care needs.

Demonstrates the ability to perform physical assessments of patients, determine patient awareness level, and refer potential health risks to appropriate resources. Participates in the development of educational programming for the college on student health issues.

Participates in media events, public relations announcements and the marketing of Health Center services. My act as campus liaison to local and state health departments for matters involving health, wellness, and infectious disease control. Supports additional campus programs by reviewing and interpreting health advisories, wellness programs and local and state health data as needed.

Utilizes skills and knowledge to develop and promote health and safety to the college community by facilitating healthcare programs which include disease detection, prevention and treatment; follow-up on students and/or employee's illnesses and injuries; conducting campus health screenings; and promoting a safe school and work environment.

Educates students and staff regarding health issues so they can become smart consumers regarding healthcare choices. Possesses excellent customer services skills with the ability to communicate effectively both orally and in writing.

Performs other duties as required.

Salary Guide:

<p>The salary structure provides guidelines to set and manage compensation. All employees can expect to be paid at a salary rate that falls within the salary range for their position. This tool may be used as a guideline for determining the range of a starting salary. Other criteria may be considered when determining salary beyond the minimum, such as additional education and/or total years of relevant experience, skills and competencies and supervision requirements.</p>	
RANGE	
Minimum	Up to 1st Quartile
NURSE	
<p>Graduate of an accredited nursing program with two (2) years of related experience, current license to practice as a Registered Nurse in the State of Texas, and current cardio pulmonary resuscitation (CPR) certification. Official transcripts, license and certification are required.</p>	<p>Related experience above minimum requirements: Compensation for additional years of related experience may be given based on compensation guidelines.</p>

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description.