

## **POSITION POSTING**

**POSITION:** Nursing Staff of Health Center  
**REPORTS TO:** Director of Health Services  
**DATE POSTED:** May 16, 2018  
**DATE AVAILABLE:** Immediate  
**REQUISITION NUMBER:** 2018452

**Summary/Objective:** This posting is for a full-time, 10-month position, and general hours of work and days are Monday through Friday, 8:30 a.m. to 4:30 p.m. Summer hours (before & after hours programming = 1733.4 hours). June and July hours worked are scheduled Mondays and Thursdays from 8:30am – 12:30pm. Also scheduled to assist with new student registrations and provide coverage at spring commencement (May) every 3<sup>rd</sup> year.

The nursing staff will have an interest in the total wellness of all students, faculty, staff and faculty and staff dependents. They will promote a positive image of health and view health promotion as an essential part of their goal. All staff nurses will be graduates of an accredited school and be licensed by the State of Ohio.

### **Required Education and Experience:**

1. RN.
2. All staff nurses will be graduates of an accredited school and be licensed by the State of Ohio.
3. Three years of nursing experience - nurses will have an interest in the total wellness of all students, faculty, staff and faculty and staff dependents. They will promote a positive image of health and view health promotion as an essential part of their goal.

### **Preferred Education and Experience:**

1. Additional years of administrative office experience.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Responsibilities of The Cosiano Health Center Staff Nurse:**

1. Provide nursing care, treatment of illnesses and injuries as well as assist with health maintenance and wellness strategies for students, employees and dependents of employees at the University of Findlay.
2. Interview and obtain health history from all clients
3. Utilize historical and assessment data to identify nursing diagnoses to direct later care efforts
4. Answer health related questions and provide health counseling
5. Refer client to physician or appropriate clinic or resource when necessary
6. Monitor client's response to treatment and care measures through observation interview, examination and review of chart data
7. Communicate significant information about the client's condition and response to the physician, director of Health Services, and staff nurses through chart entries and oral reports
8. Maintain and follow universal precautions and confidentiality in daily practices at the health center.
9. Document all patient contact as well as all significant health services rendered elsewhere in accordance with student health record policy
10. Provide information on prevention and the maintenance of optimum health and wellness
11. Provide programs for and educational sessions for RA floor programs

12. Record all visits to the Cosiano Health Center
13. Inventory and replenish stock medications weekly or as needed
14. Inventory and replenish all medical supplies weekly
15. Attend all scheduled staff meetings.
16. Renew Ohio license bi-annually
17. Attend workshops and conferences to update skills.
18. Fulfill ten month contract with summer hours as follows: June and July Mondays and Thursdays 8:30am – 12:30pm, scheduled New Student Registrations (two in June), and provide Cosiano Health Center coverage at spring commencement (May) every 3<sup>rd</sup> year.

**In addition to the above duties—this position will also include the following:**

1. Coordinate the OilerWELL Employee Wellness program
2. Coordinate communication and logistics with UMR for HRA management and implementation.
3. Plan all aspects of the OilerWELL annual assessments (BVH lab, facilities, supplies, Sodexo, etc)
4. Meet with and manage any UF employees interested in improving their health.
5. Provide programming and educational seminars to help improve the overall health of the University of Findlay.
6. Communicate with other Cosiano Health Center nurses regarding plans of care, charting, and protocols.
7. Maintain current and up to date policies and procedures with a time line for the OilerWELL program.
8. Promote the holistic health philosophy of the University of Findlay Health Center by expanding existing education/prevention efforts to students, faculty and staff (and their families).
9. Perform all other duties deemed appropriate for the position.

**Competencies:**

1. Customer/Client Focus.
2. Ethical Conduct.
3. Leadership.
4. Personal Effectiveness/Credibility.
5. Thoroughness.
6. Time Management.
7. Collaboration Skills.
8. Communication Proficiency.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, and stooping all day. The employee must frequently lift and/or move items over 20 pounds.

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The Office of Human Resources will accept complete applicant files for Requisition Number 2018452 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer  
Male/Female/Disabled/Vet.