



# Tri-Valley

## Opportunity Council, Inc.

*Head Start, Child & Family Programs*

500 4<sup>th</sup> Avenue SW ~ Sleepy Eye, MN 56085

507-794-7911 ~ 1-866-264-3678 ~ Fax: 218-281-0735 ~ Telecommunication Relay Services ~ 711  
[www.tvoc.org](http://www.tvoc.org)

Position: Area Nurse

Location: Sleepy Eye

Job Status: 9 month, Full time (40 hours) with winter lay-off, Benefit eligible

The Area Nurse has the responsibility to provide children with a comprehensive health program, including preventive and curative health services. The Area Nurse monitors program safety and sanitation practices. Helps recruit potential parents by providing information to them about the various program services and benefits offered to enrolled children and families.

### **Comprehensive Health Services**

1. Obtains and implements the local physician's standing orders.
2. Performs emergency health measures (Abdominal thrusts, CPR, and First aid).
3. Organizes site health program by obtaining and preparing needed medical supplies and equipment.
4. Provides health information to parents and staff regarding their child's health status.
5. Coordinates health services with local agencies, including medical and dental providers.
6. Maintains current site health budgets.
7. Documents child health conditions and screening results by maintaining a current medical file for every enrolled child.
8. Documents health information for the database system. Obtains and updates child health history and immunization record, completes appropriate documentation for agency statistics and follow-up purposes.
9. Provides health services and training to center staff as needed.

### **Preventive Health Services and Early Intervention**

1. Conducts and/or arranges for age appropriate screenings.
2. Available for training/technical assistance on current child health and safety issues.
3. Coordinates any child follow-up, treatment, and evaluation with appropriate professionals as needed.

### **Resource Development**

1. Provides families with skill, resources and insight to promote on-going health care system.
2. Demonstrates empathy and knowledge regarding Head Start families' culture and lifestyle.
3. Acts as a resource to parents regarding their child's present and future health care needs.
4. Encourages parent participation in health screenings, dental appointments and medical follow-up and related health issues.
5. Works with staff to ensure that parents are informed of their child's health progress.

### **Requirements**

1. Current Registered Nurse license in the state where services are provided.
2. Proof of current Professional Liability Insurance with a minimum of \$3,000,000 aggregate; upon hire and to maintain current thereafter.
3. Current American Red Cross, First Aid, and CPR certification.
4. Proof of valid driver's license and current/adequate vehicle insurance coverage.
5. Comfortable level of operating knowledge to use standard office equipment, such as computers, copiers, scanners, and telephone systems on a daily basis.
6. Two years experience and comfortable working with Microsoft Word, Excel, Outlook, and the internet on a daily basis.

**Apply online at <https://careers.tvoc.org/>**

**For questions about the position contact Leah Bittner, RN at [leah.bittner@TVOC.org](mailto:leah.bittner@TVOC.org).**

**Equal Opportunity Employer**



The mission of Tri-Valley is to provide opportunities to improve the quality of life for people and communities.

The mission of Tri-Valley Head Start is to cultivate life-long learning in children and families.

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