

UNION SETTLEMENT

JOB ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Nurse Consultant
Department: Early Childhood Education
Reports to: Family and Community
Engagement Director
Hours: 5 hours per month
Rate: \$90 per hour
FLSA: Non-Exempt

Responsibilities:

- Provide ongoing technical support to ensure compliance with Head Start Performance Standards and NYC DOHMH Article 47 licensing requirements.
- Assist in the development and annual update of the Health Services Plan, Health Policies and Procedures, and Parent Health Handbook.
- Offer expertise and technical assistance on pertinent health issues.
- Review health records for children as requested, particularly to assess the adequacy of treatment and follow-up.
- Keep the program informed about current pediatric health issues and regulatory changes.
- Participate in Health Advisory committee meetings minimum twice a year.
- Monitor First Aid items in classroom, Go Bag, and Emergency Evacuation Bag.
- Annually report immunization report to the state.
- Collaboratively update the Health Care Plan with the team.
- Facilitate Parents Health Workshops.
- Onsite health check walk through monthly.
- Monthly or as needed Supervision and Team meeting with Family and Community Engagement Director and Health Manager.

Qualifications:

- A current New York State License as a Registered Professional Nurse and current registration before and during service.
- Maintains current Infection Control training as per NYS mandates.
- 2 years recent clinical experience as a Registered Nurse.
- Demonstrated understanding and experience of with Head Start Performance Standards and NYC DOHMH Article 47 licensing requirements.
- Must be an Approved Medication Administration Trainer.
- Must be First Aid/Certified CPR instructor.
- Familiarity with the East Harlem community preferred, but not required.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements earlychildhoodcareers@unionsettlement.org. Please indicate Nurse Consultant in the subject of email

UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER