



Job Title: PPEC Registered Nurse
Facility: DLC Nurse & Learn - DLC PPEC
Reports to: Chief Programs Officer
FLSA Status: Exempt
Updated: February 2022

Job summary:

DLC Nurse & Learn is a grassroots inclusion child care and PPEC center for children of all abilities with classrooms for infants – 5-year olds, including VPK for 4-year olds. The DLC Pediatric Registered Nurse(s) to lead DLC’s PPEC Program to help ensure the safety and health of the children at DLC are a top priority and are receiving their doctor ordered nursing care, reaching educational goals, receiving therapies and thriving with the best of their abilities.

Essential duties and responsibilities:

1. Maintain the standards of nursing care and assure that all children’s areas are safe and healthy.
2. Provide all medical care (scheduled and emergent) necessary for RN to perform, as directed by student’s doctor’s orders given for medically complex students enrolled at the center. Communicate with child’s Primary Care Physician, ACHA, other specialty doctors or their medical staff, when medical questions arise.
3. Lead in daily care, educational plans and activities and events in assigned classrooms, in conjunction with direct care personnel.
4. In conjunction with the Director of Nursing/Director of PPEC, regularly conduct observations and communicate with all medical staff and teachers, giving input of expectations, as well as provide hands on training of staff when needed.
5. Keep all medical records and nursing notes on all students enrolled. Report all records expiring, two weeks in advance of expiration date to the parents/guardians, Director of Nursing, and the Program Director. Annually update medical records with latest parents/guardians and emergency contact info. Help maintain individual medical records on each PPEC child and help ensure that immunizations and physical forms are all up to date.
6. Assist with updates and implement all medical policies and procedures with regard to student’s medical care and administer medication for students– scheduled and as needed.
7. Assist the Director of Nursing, Chief Programs Officer, and Program Director with following all local DCF and federal rules and regulations with required forms pertaining to children’s safety, medical care, and enrollment.
8. Immediate follow up of emergency situations in the building, on school grounds and/or during school functions off property and will review with Chief Programs Officer and the Director of Nursing/PPEC Director. Will create a plan of action if needed to improve protocol. Handle student/staff emergencies and direct the calling of 911.
9. Educate, teach and train children to perform medical tasks/duties independently, if applicable and requested by family or Primary Care Physician.
10. Observe and guide direct support staff to ensure proper knowledge of PPEC policies, procedures, and students.

11. In conjunction with the Director of Nursing/Director of PPEC, provide direction with Program Director when students need to be removed from the classroom and isolated due to illness and contact guardians to pick up student.
12. In conjunction with the Director of Nursing/Director of PPEC, responsible for helping maintain Incident Reports and Log.
13. Maintain open communication with parents, caregivers, nursing & programming staff, therapists, and administration.
14. Keeps abreast of research and new techniques. Attends appropriate professional and educational meetings.

Qualifications, Experience and Education:

- Must hold a current Florida RN license, and maintain registered nursing license and personal liability insurance, current CPR and Healthcare Provider Certification, to include infant/child/pediatric first aid.
- Associate or Bachelors of Nursing degree is required.
- The Registered Nurse will have a minimum of two years of experience and/or Pediatric nursing and/or Pediatric NICU experience. PPEC experience preferred.
- Successful Completion of DCF/AHCA background screening.
- Must be willing to work evenings in case of an emergency (no later than 6:30pm) as needed to ensure a qualified RN or medical staff member to be on site at all times of operation.
- Extensive experience with AHCA documenting and documentation. Uphold HIPPA regulations.
- Must be able to lift at least 80 pounds, climb stairs, squat, bending down, sit on the floor, and navigate through the building and classrooms.

Knowledge, Skills, and Abilities Required:

- Demonstrated knowledge of pediatric nursing clinical work.
- Demonstrated knowledge of state and federal nursing regulations.
- Proven history of good judgment, integrity and consideration to others.
- High level of commitment to compassionate customer service.
- Ability to understand and follow specific instructions and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to provide an empathic, supportive and caring environment for children.

Benefits, after 90-day probation period:

- Medical coverage, access to supplemental insurance
- Paid time off and approximately 10 paid holidays
- Pension program with employer match
- Licensure renewal reimbursement
- Child Care discount (based upon space availability)
- Professional Liability Coverage

Compensation:

PPEC Pediatric Registered Nurse is a full time (40 hours) opportunity, located on the Westside of Jacksonville and leads (1) PPEC classroom of (4) students/patients and up to 6 students/patients, in conjunction with other nursing staff. The salary range is \$65,000 - \$70,000 per year, based upon experience. The DLC PPEC program is open Monday through Friday, 7:00am to 6:00pm.