

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Classified Hourly Position

Evening Clinic Nurse

Job #07-164CH

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Evening Clinic Nurse, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean, Counseling and Matriculation, administer immunizations and TB skin tests. Review lab reports and report abnormal values. Provide pregnancy testing and counseling. Treat minor injuries. Triage emergencies occurring on campus. Safely transport injured clients to the health center. Provide accurate health information on a broad range of health issues and refer patients to appropriate community agencies.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Graduation from an accredited school of nursing.
3. Possession of an active California Registered Nurse License.
4. A valid CPR certificate.

In addition, successful candidates will demonstrate the following:

1. Knowledge of health education, including mental health, sexually transmitted diseases, nutrition, substance abuse, family planning and other related health issues.
2. Knowledge of the operation of equipment utilized in a medical clinic.
3. Knowledge of record keeping techniques.
4. Ability to work independently with minimal supervision.
5. Ability to effectively use interpersonal skills with tact, patience and courtesy.
6. Ability to communicate effectively both orally and writing.
7. Ability to establish and maintain cooperative and effective working relationships with others.
8. Ability to provide health information on a broad range of health issues.
9. Ability to maintain records and prepare reports.
10. Ability to maintain current in all aspects of the health services field.
11. Ability to analyze situations accurately and adopt an effective course of action.
12. Ability to plan and organize work.
13. Ability to work confidentially with discretion.
14. Ability to work effectively with students, faculty, staff and administrators.
15. Ability to operate a computer and use related software.

16. Ability to demonstrate a willingness to be trained and to use an automated external defibrillator.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Evening Clinic Nurse.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$31.09 per hour; level 6-60

Position: Part-time, 7 hours per week, schedule to be determined, Permanent, 12 months per year.

Starting date: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

-OVER-

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>