



## **Certified Nursing Assistant Position (Maternity Leave, Full Time)**

### **ABOUT US:**

Kingsley Montessori School is a toddler through sixth grade independent school of 300 students in Boston's historic Back Bay. Our mission is to engage the mind, hands, and heart of each child to nurture resilient explorers, confident learners, and empathetic citizens. We seek candidates who will broaden and support the racial, cultural, and gender diversity of our school community. Kingsley's high standards of professionalism are maintained through supportive and ongoing supervision and evaluation, development, and growth.

### **DESCRIPTION:**

School nursing is an evolving practice. At Kingsley, we take pride in our clinical care for students and in keeping them and their families at the center of all that we do. That's why we're committed to knowing our students on a deeper level — not just as students, but as individuals — to ensure that they and their families feel well cared for. Kingsley healthcare staff are deeply committed to providing the highest quality, evidence-based care in an inclusive environment.

Among robust COVID mitigation measures, all staff must be vaccinated and boosted, and all staff and students must be masked. We urge all eligible students to be vaccinated and run on-site clinics to facilitate that. In addition, we require PCR pool testing for all staff and students weekly and typically require a negative PCR test after extended breaks.

### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO::**

Functioning under the direction of the School Nurse Manager and as an essential member of the Kingsley Nursing Team, the Certified Nursing Assistant (CNA) performs duties of direct and indirect student care. The CNA is responsible for supporting the RN with clinical tasks, including, but not limited to glucometry, first aid, basic assessments, COVID-19 testing, contact tracing, data collection, documentation and communications. The ideal candidate has a warm bedside manner, is self-motivated, and has a professional demeanor. The following duties typically will be performed under the general direction of a Nurse.

### **CLINICAL DUTIES:**

- Maintains familiarity with expected student outcomes of all tasks performed, recognizes situations requiring RN notification.
- Implement care plans for students with chronic health conditions.
- Administer medications under the supervision and direction of a nurse within state law and school medication administration policies
- Maintains thorough understanding of the application of infection control and precautionary measures ensuring environmental, patient, and personal safety.
- Completes clinical setup and clean up.
- Performs basic first aid.

### **NON-CLINICAL DUTIES**

- Maintains health office, including changing linens, disinfection between students etc. when needed.

- Orders and maintains medical supplies.
- All other duties, as assigned.

**QUALIFICATIONS OF PREFERRED CANDIDATE:**

- Certified Nursing Assistant license in the state of MA required
- Must be proficient with Google Suite. (Gmail, Drive, Calendar, Docs, Sheets)
- Experience using an EMR for documenting
- Prior experience in pediatrics preferred

**BENEFITS:**

- Competitive, independent school salaries
- 403b plan
- Comprehensive Health, Dental, Vision and Life Insurance Coverage
- Flexible Spending Account offered to all employees (FSA)
- Qualified transportation program
- Kingsley tuition remission of up to 50% for eligible children of full-time employees

**TO APPLY, CANDIDATES SHOULD SEND THE FOLLOWING INFORMATION BY EMAIL TO [working@kingsley.org](mailto:working@kingsley.org):**

- A cover letter describing your interest in the position with an overview of your background and experience with children.
- A current resume
- A list of three references who must be current or past supervisors

*Kingsley Montessori School values and celebrates diversity because it makes us a better employer, builds a stronger school community, develops a sense of collaboration, and encourages mutual respect and broader thinking. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.*