



MINARET COLLEGE

Islamic College of Melbourne South and East

EMPLOYMENT OPPORTUNITY AT MINARET COLLEGE

School Nurse/Medical Officer

Minaret College is seeking a School Nurse/Medical Officer to join the college.

The successful applicant will be responsible for:

- Providing First Aid for students and staff in a timely and professional manner;
- Coordinating student vaccinations with relevant authorities;
- Organizing training for staff to support children with medical needs e.g. First Aid, asthma, diabetes;
- Maintaining necessary medical records and accurately recording these details on the School's data management system;
- Coordinating student medical management plans e.g. asthma, diabetes, epilepsy, cystic fibrosis, allergic reactions, in consultation with parent/s or medical professionals as required;
- Promoting programs and resources to assist parents and students in the pursuit of health and wellbeing and delivery of such programs as required;
- Maintaining and organizing the upkeep of medical equipment and consumable supplies, including all First Aid kits throughout the School;
- Assisting with other administration tasks as directed by management.

The successful candidate will possess:

- Current registration with Victorian Nurses Board is preferred;
- Experience in a similar role;
- Excellent written, verbal, interpersonal and communication skills with high attention to detail;
- Ability to work under pressure and handle difficult circumstances in a calm, caring and considerate manner;
- Ability to work autonomously and to work collaboratively as a team member;
- Understanding of key policies and procedures pertaining to the role e.g. OH&S, Privacy, Confidentiality, Mandatory Reporting guidelines;
- The right to work in Australia

The successful applicant will be expected to support the Islamic ethos of the College.

Please forward your resume and cover letter to: hr@minaret.vic.edu.au

Applications close: Friday 23 March 2018

www.minaret.vic.edu.au

