

MISSIONS OF HOPE INTERNATIONAL

JOB DESCRIPTION

Position: Nurse
Reports to: Health Officer in Charge
Supervises: None
Department: Health
Grade:

OVERALL JOB PURPOSE

The position is responsible for ensuring the physical well-being of all the children, pupils/students and staff in the school.

DUTIES AND RESPONSIBILITIES

- a. Develop and implement effective clinical procedures for best care for all patients.
- b. Identify and treat children and staff with various illnesses and dispense drugs as per prescription.
- c. Provide advice to school Head Teachers, Head Cook and Social Workers on issues related to nutrition and diet, hygiene, cleanliness, proper sanitation and preventive cure
- d. Support the organization in the budgeting and budget monitoring process for the activities of treatment and cure
- e. Participate in the writing of the annual work plan for the nursing unit in line with the strategic plan.
- f. Manage the process of procurement, storage and use of medical drugs and supplies/equipment.
- g. Manage the dispensary at MoHI schools/centers.
- h. Refer serious/complicated cases to other health facilities.
- i. Provide health education to the children, staff and local community.
- j. Advice management on health issues affecting children.
- k. Coordinate immunization and vaccination programmes for children
- l. Carry out guidance and counseling to children as is necessary
- m. Provide reports are required
- n. Keep proper documentation and records on diagnostics, treatment, drug purchases and dispensation and other supplies
- o. Discuss and advice parents/guardians on the medical conditions of their child
- p. Perform any other duties as may be assigned from time to time by the Supervisor.

Academic and Professional Qualifications & Experience

- Posses a diploma in Nursing from a recognized institution.
- Kenya Community Registered Health Nurse
- Registered with the Nursing Council of Kenya.

- Certificate in Counseling or Psychology desirable
- Three (3) years relevant work experience more so in a school setting working with children

Competencies/Abilities/Skills Required

- Strong Christian with demonstrated commitment, and active involvement in church.
- Strong analytical skills, attention to details and problem solving skills.
- Strong interpersonal skills and effective team player.
- Proficiency in IT applications including MS Office, Internet and e-mail.
- Effective communication skills and be fluent in oral and written English and Kiswahili.
- Must be a person of unquestionable integrity.
- Strong analytical and report writing skills.
- Attend and participate in the daily devotions.
- Should be able to promote and safeguard the welfare of the children and young people he/she is taking care of.
- Must have a certificate of good conduct.
- Must be willing to live within the school premises.