Registered Nurse

The Hugh R. Black Wellness Center at Wofford invites applications for a full-time registered nurse. Reporting to and working directly for the director of the Wellness Center, the registered nurse works collaboratively with other Wellness Center administrators and staff and primarily is responsible for providing routine medical care and assistance for the Wofford campus population consisting of approximately 1,690 students and 475 employees.

This is a full-time position located in the Wellness Center on the Wofford campus. The normal work schedule is 7:30 a.m. to 4 p.m. Monday through Friday. Contingent upon special activities or events, occasional evenings and weekend hours may be expected. Hours of work performance is approximately 40 hours/week.

KEY RESPONSIBILITIES:

A. **Patient assistance** – Intake, assess and provide routine medical treatment/assistance for students and employees (patients). Responsibilities include (but are not limited to):
   - Completing and recording health histories of patients, inclusive of family history.
   - Performing examinations, including physical, developmental and psychosocial assessments, and screenings of identified problems /threats to health and wellness.
   - Examining patient data/findings and developing an appropriate plan of care.
   - Providing treatments/medications for identified nursing/medical needs, within agreed-upon protocol guidelines in collaboration with the director.

B. **Administration** – Participate and contribute in office activities, events, and trainings.
   - Provide in-depth health education, counseling and monitoring of current health care issues.
   - Assist Wellness Center staff with educational programs as time allows.
   - Perform CLIA-waived tests.
   - Assist in establishing and monitoring standards of practice for a college health care setting.

C. **Other duties** - Perform other tasks, duties and projects as required and/or as assigned by the director in efforts to contribute to the mission and success of the Wellness Center.
   - Proactively keep abreast on current health information and trends.
   - Attend trainings, seminars and/or on-going educational trainings to maintain license (if any) and/or necessary to maintains individual clinical competencies in areas of responsibility.
   - Maintain memberships in appropriate professional associations.

QUALIFICATIONS:
The registered nurse must hold a current S.C. Registered Nurse (RN) license preferably with a BSN. The nurse works both independently and in a team setting and must possess excellent communication (writing, editing, speaking and listening) skills and project management skills to effectively carry out the key responsibilities of this position. S/he will be experienced in the use of hardware and software technology, including office equipment (copier, scanner, fax, etc.). Preference will be provided for candidates with proficiency in MS Office products (Word, Excel, PowerPoint, Internet Explorer and Outlook) as well as clinical experience in a college setting.

This position works with confidential information and will be subject to the colleges’ confidentiality policies in addition to compliance of OSHA blood borne pathogen standards, CLIA and DHEC regulations, and HIPAA guidelines. Punctuality and attendance adhering to the work schedule is expected and critical to providing effective and efficient support. Timeliness and multitasking along with prioritizing tasks/workload to meet timely deadlines are expected in this role.

APPLICATION:
Email the following application documents: (1) letter of interest explaining how you meet the qualifications of this position; (2) current resume; and (3) names and contact information (email and telephone numbers) of minimally three (3) professional references to lefebvrelm@wofford.edu.