



MONTANA SCHOOL for the Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000
406.771.6164 FAX
www.msdb.mt.gov

DEPARTMENT: Student Life Program – Student Services

JOB TITLE: Substitute Nurse

SUPERVISOR: Health Services Director/Student Life Director

STARTING SALARY: \$20.63/hour

START DATE: Open

LOCATION OF JOB: Montana School for the Deaf and the Blind, Great Falls MT

STATUS: on-call

POSITION NUMBER: 51398316

BARGAINING UNIT: MFPE

CLOSING DATE: open until filled

TYPICAL DUTIES:

The purpose of this position is to provide on-call routine and/or immediate medication or treatment to ensure healthcare needs of the students are being met.

- Provides routine and urgent care to students who need medical attention.
- Dispenses necessary medications as per Doctor orders.
- Performs tube feedings as necessary.
- Maintains accurate charting and logging of all services to students.
- Cleans, restocks, and inventories various supplies in the Health Center/Infirmary.
- Makes decisions about treatment for various illnesses when students come to the Health Center/Infirmary.
- Administers treatments accurately and professionally.
- Monitors students who are in the Health Center/Infirmary for worsening symptoms and makes appropriate follow up referrals and/or treatments.
- Other duties as assigned.
- Detailed Job Description available upon request.

QUALIFICATIONS: An Associate's Degree in Nursing or licensure as a Licensed Practical Nurse (LPN) is required. Being a certified CPR trainer is desirable. Experience working with individuals who have disabilities is desirable.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment. There are no authorized smoking areas and smoke breaks are not given. All successful candidates must submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. Additionally, an “Applicant Release Form” must be completed and signed as part of the application.

The work performed in a typical setting at MSDB involves mostly sedentary to light physical activity, typically requiring occasional exertion of up to 20 lbs. of force and walking or standing to a significant degree. The employee may need to climb stairs, bend, stoop, reach, and handle objects. The employee may occasionally lift and/or move up to 50 lbs. The person in this position works in multiple buildings across campus and must be able to travel independently between buildings.

This position requires interactions with staff who may have different and strong beliefs about the best ways to educate students who are deaf or hard of hearing. The person in this position must be open-minded and respectful regarding different educational philosophies. This position requires some amount of time engaging in signing which has been known to lead to repetitive motion injuries such as carpal tunnel.

The successful candidate must have the ability to learn basic sign language skills to communicate with deaf staff and students.

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant’s qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

APPLICATION: <https://statecareers.mt.gov>

An Affirmative Action/Equal Opportunity Employer

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, disability, age, political or religious affiliation or ideas, culture, creed, ancestry, social origin or condition, genetic information, sexual orientation, gender identity or expression, military service or veteran status, marital status. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000