



Part-Time Healthcare & Residential Assistant

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory day and boarding school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12.

Job Summary

The part-time Healthcare and Residential Assistant is a 10-month position that will assist the health services and residential life teams in the service and delivery of high-quality care to the school population. This position is hourly and scheduled to work up to a maximum of 29 hours per week.

Responsibilities:

The essential functions include, but are not limited to the following:

- Ability to assist in general care of day and boarding students including but not limited to:
 - Taking observations such as blood pressure, temperature, height/weight
 - Administer and record prescribed and non-prescribed medication to students during the school day and evenings to residential students with guidance from the Health Services Team in line with medication administration policy.
 - Maintain records in the electronic healthcare record (EHR) system.
- Transportation and chaperoning of students to and from doctor's appointments, hospital, etc.
- Assist in raising awareness of health and well-being promotion.
- Maintain treatment areas with supplies and organization.
- Communicate pertinent medical information to the appropriate school staff and the family's health professional, either verbally or in written form.
- Assisting in telephone support with the Health Services team and availability of weekend support on campus.
- Assisting the Health Services team with documentation and medication audits.
- Assisting with activities of daily living in the residential life department as needed.
- Proactive and flexible approach to all tasks, with a willingness to learn new skills.
- Ability to work proactively and effectively with both the health services and boarding teams as well as independently.
- Other duties as assigned.

Requirements & Qualifications:

- Certified Nursing Assistant (CNA) in the State of Georgia.
- CPR/AED certification.
- Minimum of 2 years' experience in a school or healthcare facility recommended.
- Experience in residential life and/or camp setting preferred.
- Valid driver's license.
- Experience with working with children and young people.
- Strong work ethic and initiative in understanding all-school dynamics and proactively responding to a fast-paced environment.
- Strong collaborative skills.
- Friendly, caring and approachable to students, parents, and staff within a vibrant and diverse community.
- Effective organizational skills with attention to accuracy and detail.
- Discreet and professional approach, flexible to the demands of the role.
- Strong written and verbal communication skills.
- Compatibility with the school's values, culture, and community.
- Ability to pass periodic background, drug and alcohol screenings.
- Consistent and prompt attendance.
- Available evenings, weekends, and trips with the nursing staff.
- Ability to maintain confidentiality and composure under pressure.

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to constantly operate a computer, and other office machinery, such as calculator, copy machine, computer printer.
- Must be able to understand written and verbal instructions.
- Must be able to communicate and respond to questions from various levels with the organization.
- Must have manual dexterity sufficient to perform specified duties.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 50 pounds.
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division.

To Apply

Interested candidates should email a cover letter, resume and a list of three professional references to the Director of Human Resources, Marlee Fleming at marlee.fleming@tallulahfalls.org. No telephone calls, please.

Tallulah Falls School is an equal-opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.