



The Department of Health & Social Services
Invites applications for the position of:

Registered Nurse Outdoor School

The primary function of the position is:

To provide comprehensive health care to students enrolled at assigned Outdoor School sites, observing regulations of nursing practice, and compliance with policies established by the Environmental and School Health Services programs.

Required Application Materials:
(Incomplete applications will not be processed)

- MESD Employment Application
- Application Addendum
- Copy of CPR/First Aid Card
- Criminal History Check Form

Starting Date: Fall: Mid-September
Spring: Late March

Application Deadline: Open until filled

Work Year: Temporary Assignment,
approx. 6-8 weeks in fall
or spring

Assignment Location: Outdoor School Sites
Multnomah & Clackamas
Counties, Oregon

Salary: Please call for current weekly salary (Sunday-Friday week).
Includes room and board.

Phone Numbers: 503-257-1600; 503-257-1592 (FAX)

Required employment packets can be obtained as follows (application materials will not be faxed):

- ◆ Via web: www.mesd.k12.or.us
- ◆ In person: Monday-Friday, between 8:00 am - 5:00 pm in the Outdoor School Office at MESD Administrative Building, 11611 NE Ainsworth Circle, Portland, OR 97220
- ◆ By mail: send a self addressed, stamped (two 1st class stamps) legal size envelope indicating position of interest to the address listed above

Completed application materials must be received by 5 p.m. on the closing date.
Send or deliver to:

Outdoor School, Multnomah ESD
P.O. Box 301039
Portland, OR 97294-9039

APPLICATION PROCESS GUIDE

We appreciate your interest in the Multnomah Education Service District. Below is a guide to help you understand our application process and assist you in the successful completion of your application.

GENERAL INFORMATION: Read the job announcement carefully. Announcements contain special instructions and requirements. It is your responsibility to complete all parts of the application. Applications are valid for the **posted vacancies** only. Complete a separate application for each posted vacancy for which you wish consideration. Resumes may be attached for additional information, but may not be used to substitute completion of the application. The job title on your application should match the job title as it appears on the posted vacancy. **Applications that are incomplete, do not include the required materials listed on the front of the job announcement or are not signed by applicants, will not be considered.** *All application materials become the property of the Multnomah Education Service District and will not be returned to the applicant.*

AFFIRMATION ACTION: The Multnomah Education Service District is an equal opportunity employer. MESD employs men and women in both traditional and non-traditional jobs and is committed to ensure there is no discrimination against any person based on race, color, sex, religion, national origin, physical or mental disability, marital status, age or sexual orientation, except in positions where a bonafide occupational qualification exists. Accommodations due to a disability will be reviewed upon request. In accordance with Federal guidelines for Equal Employment Opportunity, our District is required to keep records, which include identification of job applicants by race, age and sex status. A separate sheet is provided with your application materials. Furnishing this information is optional (see directions on sheet for further information).

POSTED VACANCIES: To check for current openings, visit us at www.mesd.k12.or.us. Jobs are listed with the State Employment Division and most advertisements appear in the Sunday edition of the Oregonian.

THE APPLICATION PROCESS: Applications are due by 5 p.m. on the closing day. If additional information is needed, contact the Receptionist at 503-255-1841 between M-F, 8:00 am - 5:00 pm. You will receive a postcard when the Recruitment Office has received your completed application. Applications will not be faxed to applicants.

INTERVIEW AND SELECTION PROCESS: Evaluation of applications will be completed as soon after the closing date as possible. Due to the large number of applications for most positions, it may not be possible to interview every applicant. If you are selected for interview you will be notified by telephone within 10 working days after the application deadline. If you are interviewed and selected to fill the vacancy, you will be contacted by telephone. If you are interviewed and not selected, you will receive written notification when the position has been filled.

FINAL CANDIDATES: Under the Immigration Reform & Control Act of 1986, you will need to present verification of your identity and right to work in the USA on your first day of employment. Also, if you are accepting a position where you will be in contact with children, you will be finger printed for clearance through the Oregon State Police and by the Federal Bureau of Investigation. The cost to you for MESD to process your finger print cards is \$65.00. Costs for finger printing vary depending on where finger printing is done. If you are accepting a position where you will not be in contact with children, a criminal record check on you will be completed through the Department of Education. The cost to you will be \$8.00.

TEMPORARY POSITION

JOB TITLE: REGISTERED NURSE, OUTDOOR SCHOOL PROGRAM

REPORTS TO: Coordinator and Site Supervisor, Outdoor School
Supervisor, School Health Services (for nursing practice)

POSITION PURPOSE:

To provide comprehensive health care to students enrolled at assigned Outdoor School sites, observing regulations of nursing practice, and compliance with policies established by the Environmental and Health and Social Services programs.

NATURE AND SCOPE:

This position is subject to Board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries no administrative authority or responsibility.

ESSENTIAL JOB FUNCTIONS:

1. Assess individual health needs and provide appropriate interventions for students and staff at Outdoor School site. This may require hiking or walking moderate distances from main camp area, or climbing ladders to access students in bunk beds.
2. Conduct a health assessment of all students and Student Counselors for communicable disease.
3. Establish procedure to secure, monitor and administer all medication brought to Outdoor School by students and Student Counselors per administrative rules and policies.
4. Remain on-site and on-call for 24-hour coverage to provide nursing, consultation and/or intervention to ill or injured students and staff.
5. Request equipment from MESD and maintain an adequately equipped dispensary.
6. Adhere to MESD "Guidelines For Outdoor School Nurses."
7. Maintain records and reports as required.
8. Make recommendation to Site Supervisor when a student or staff member should be removed from the site due to suspected communicable disease.
9. Communicate with others utilizing appropriate verbal and non-verbal interactions.
10. Delegate, train and supervise appropriate site staff in selected nursing tasks as appropriate for individual health needs of students or staff as assigned by ODS Special Needs Nurse.

OTHER JOB FUNCTIONS:

1. Attend planning conferences as needed.
2. Perform other job-related duties as assigned by the Coordinator or RN Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated organizational and time management skills.
- Demonstrated effective written and verbal communication skills.
- Ability to walk/hike moderate distances and climb ladders to access bunk beds.
- Current CPR/First Aid card.

EDUCATION AND EXPERIENCE:

Valid Oregon license to practice as a Registered Nurse.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.



AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE/TOBACCO FREE WORKPLACE

EMPLOYMENT APPLICATION
PAGE 1 OF 3
INCOMPLETE APPLICATIONS
WILL NOT BE CONSIDERED

PERSONAL DATA

<p>(Last) _____ (First) _____ (Middle) _____</p> <p>_____ (Mailing Address)</p> <p>_____ (City) _____ (State) _____ (Zip) _____ (County) _____</p> <p>TELEPHONE NUMBER(S):</p> <p>Residence: _____</p> <p>Cell/Message: _____</p> <p>Business: _____</p> <p>EMAIL ADDRESS:</p> <p>_____</p>	<p>This application will be considered only for the specific job applied for. It will not be retained. If you desire to be considered for a position at a future time, you must file a new application.</p> <p>POSITION APPLIED FOR:</p> <p>_____</p> <p>When is the earliest date you could report to work?</p> <p>_____</p> <p>Are you authorized to work in the United States?</p> <p style="text-align: center;">Yes No</p> <p style="text-align: right;"><i>NOTE: If you are hired, you will be asked to provide verification of your work eligibility.</i></p> <p>Are you 18 years of age or older?</p> <p style="text-align: center;">Yes No</p>
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EDUCATION AND CERTIFICATES

Do you have a high school diploma or GED certificate? Yes No

List name and location: _____

SCHOOLS ATTENDED AFTER HIGH SCHOOL OR SPECIAL TRAINING RECEIVED

School Name	Location	Course of Study	Years Completed	Did you Graduate?	Degree or Diploma

Have you worked for MESD before? Yes No

Dates worked: _____ Position held: _____

Have you ever had any adverse action taken on a Professional License, Certificate, Registration, or Certification ? Yes No

****FOR HR USE ONLY****

Job number applied for: _____ #1 Date card sent/Initials: _____ Entered by: _____

Minimum qualifications met? Yes No #2 Date color card sent/Initials : _____

EMPLOYER	ADDRESS	FROM _____ (Month) (Year)
YOUR TITLE	SUPERVISOR'S NAME & TELEPHONE	
DUTIES (be specific)		
REASON FOR LEAVING		
		TO _____ (Month) (Year)
		# OF HOURS/DAY _____
		# OF DAYS/YEAR _____

EMPLOYER	ADDRESS	FROM _____ (Month) (Year)
YOUR TITLE	SUPERVISOR'S NAME & TELEPHONE	
DUTIES (be specific)		
REASON FOR LEAVING		
		TO _____ (Month) (Year)
		# OF HOURS/DAY _____
		# OF DAYS/YEAR _____

PROFESSIONAL REFERENCE: Please give the name of three persons not related to you, with whom you have had a professional relationship for at least one year.

NAME/COMPANY	HOW DO YOU KNOW
TELEPHONE	YEARS YOU HAVE KNOWN
NAME/COMPANY	HOW DO YOU KNOW
TELEPHONE	YEARS YOU HAVE KNOWN
NAME/COMPANY	HOW DO YOU KNOW
TELEPHONE	YEARS YOU HAVE KNOWN

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize Multnomah Education Service District to make any necessary and appropriate investigations to verify the information contained herein and to do employment reference checks.

SIGNATURE: _____ DATE: _____

All application materials submitted become the property of MESD
 SEND APPLICATION, CRIMINAL RECORD CONSENT, AFFIRMATIVE ACTION FORM AND ANY OTHER MATERIALS REQUESTED TO:

MULTNOMAH EDUCATION SERVICE DISTRICT
 Attn: Receptionist
 11611 NE Ainsworth Circle
 P.O. Box 301039
 Portland, OR 97294-9039

PHONE: 503-255-1841
 FAX: 503-257-1620

ADDENDUM TO APPLICATION FOR REGISTERED NURSE, OUTDOOR SCHOOL
HEALTH AND SOCIAL SERVICES PROGRAM

Page 1 of 1

**Please answer questions completely whether or not you submit a resume.
Incomplete responses will result in your application not being processed.**

1. Please indicate the settings where you have had nursing experience providing care to school age children: Yes No

- School Community Health Hospital/ Other
 Home Health Camp Site Clinical Setting

Begin/Ending Dates	Location	Position Held	Description of Duties

2. Do you have a Valid Oregon License to practice as a Registered Nurse? Yes No

3. Do you have a current CPR/First Aid card? Yes No
If yes, please provide a copy.

I hereby certify that this application contains no misrepresentations or falsifications and that the information is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize the Multnomah Education Service District to make any necessary and appropriate investigations to verify the information contained herein and to do employment reference checks.

Signature: _____

Date: _____



**NOTICE OF CRIMINAL RECORDS CHECK – Fingerprints
(Application for employment)**

An application for employment is subject to a criminal records check, which may include fingerprint collection where appropriate, as required by law and MESD Board Policy. An applicant’s refusal to consent to a criminal records check, including fingerprint collection, will cause MESD to withdraw an offer of employment.

An applicant, who would otherwise be subject to fingerprint collection, may be exempt from the requirement where the applicant has successfully completed a criminal records check, which included fingerprint collection, under ORS 326.603 and has continuously resided in Oregon since completion of that records check. An applicant, who claims an exemption, has the burden to provide MESD with evidence which supports the exemption. Any fees associated with the criminal records check, including fingerprinting, shall be the responsibility of the applicant. Such fees shall be paid at the time the criminal records check is collected.

The Oregon Department of Education (ODE) will review the fingerprint-based criminal records check, and notify MESD if a person may be employed. A person is not employable where ODE determines that the person has been convicted of a crime listed in ORS 342.143 or in OAR 581-22-716(9), or has made a false statement about the conviction of a crime. Where ODE notifies MESD that person is not employable, MESD will immediately terminate the employment. The person may appeal ODE’s determination to the Oregon Superintendent of Public Instruction as a contested case under ORS 183.413 to 183.470.

I have read and understand the above information.

Signature of Applicant _____

Date _____