

Student Support & Development
Senior Student Health Centre Nurse
Senior Administrative Assistant II
(Permanent)

Student Support & Development (SS&D) provides personal and professional development support to students at DCU and is a busy and diverse Unit which includes the Student Advice Centre, Counselling & Personal Development, the INTRA work placement office, the Sports Development Office, the Student Health Centre, the Disability & Learning Support Office, the Access Office and the Inter Faith Centre. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/index.shtml>.

SS&D is currently seeking a flexible and dedicated individual to work as a Senior Student Health Centre Nurse in the Student Health Centre. The individual will be primarily located on the DCU Glasnevin campus but may be required to move between any of the DCU campuses. S/he will be responsible for managing the health service delivery on both campuses and provide a nursing function along with the management role. This role will report to the Director of Student Support & Development.

Duties and Responsibilities

The following duties are indicative and may change in line with the requirements of the Health Centre and the University. The duties and responsibilities of the position include, but are not restricted to the following activities:

Management Duties:

- Manage the service delivery on both campus and ensure a high quality service to students on all campuses.
- Manage staff workloads, annual leave records, staff performance and development.
- Develop annual reports and provide frequent updates to the Director of SS&D.
- Provide advice and guidance to other members of the Service as and when required.
- Coordinate the GP tender as required.
- Liaise with the HSE on national campaigns / communications to the staff and student body on contagious diseases or epidemics.
- Oversee all Health Centre protocol and ensure documentation is up to date at all times.

Clinical Duties:

- Triage students as they enter the Health Centre and refer to the GP, where relevant and necessary.
- Assist the GP with medical procedures which need to be carried out in the course of his/her duty.
- Provide nursing treatments to students, both independently and in cooperation with the GP such as vaccines, ear syringing, dressings etc.
- Ensure that a confidential service is provided at all times.
- Liaise with and refer students to other support services within Student Support & Development, as required.
- Provide emergency interventions for members of staff or members of the public on campus who may need assistance from time to time.
- Run STI clinics at intervals for the student population.

Health Education:

- Organizing a suite of health awareness and promotion activities and interventions for the student population.
- Maintain effective liaison with the other external health-related associations, such as the Health Promotion Unit, to promote health strategies on campus reflecting current health issues.
- Co-ordinate awareness campaigns relating to epidemic and notifiable diseases.
- Provide a family planning service and emergency contraceptive advice.
- Provide nutritional advice and healthy eating guidelines.
- Advise students regarding their healthcare entitlements under current legislation.
- Work with the Students' Union to promote health awareness weeks on campus.

Administrative duties:

- Ensure accurate notes of all consultations and treatments are made on the medical records system (Socrates).
- Liaise and work with the Health & Safety Officer.
- Coordinate the annual Health & Safety report for the Unit.
- Any other tasks as set out by the Director of Student Support & Development.

Qualifications and Experience:

Candidates must have a primary degree in Nursing and be registered with an Bord Altranais with at least 3 years post registration experience as a practice nurse or occupational health nurse or student health nurse in a similar setting. The successful candidate must also have:

- Experience with administering vaccinations, triaging for GP, STI testing.
- At least 2 years management experience in a Health Centre setting in a third level environment or with young people.
- Experience with emergency management / crisis management.
- Excellent knowledge of external health care providers and national agencies.
- Excellent communication and administrative skills.
- Evidence of recent relevant professional development.

In addition it is desirable that the successful candidate will have:

- Be able to function independently and possess excellent decision-making skills.
- Have well developed communication and interpersonal skills.
- Have experience working with young people in a busy environment.
- Have experience of mental health in young people and appropriate supports available inside and outside the University.
- Be IT literate, experience with the Socrates Medical Records System would be of advantage.

Please note this role will be subject to the Garda Vetting process.

Salary scale: €47,513 - €64,251 (Senior Administrative Assistant II)

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Senior Administrative Assistant II salary scale in line with current Government pay policy.

Closing Date: 10th October 2017

Informal Enquiries: Informal enquiries may be addressed to Dr. Claire Bohan, Student Support and Development, Dublin City University, Dublin 9. Email: Claire.bohan@dcu.ie. Please do not send applications to this email address, instead apply as described below.

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref 653 Senior Student Health Centre Nurse.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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