

**Vientiane International School is searching for a new member:**

<b>JOB TITLE:</b>	<b>Part Time Nurse</b>
<b>REPORTS TO:</b>	<b>Operation and Finance Manager</b>
<b>SALARY SCALE:</b>	<b>Manager C6</b>
<b>CONTRACT DAYS:</b>	<b>As needed</b>
<b>CLOSE DATE:</b>	<b>March 8, 2019</b>

The Nurse is responsible for attending to all injuries, illness and other medical needs of students, staff and visitors on campus, including referral, with all necessary urgency, to hospital or specialist as appropriate. The Nurse will keep clear and accurate time and medical records and maintain regular and appropriate communication with staff, Principal and Director

**Nursing Duties:**

- Provide medical treatment and first aid as required each day from 4 pm to 6 pm as well as on Saturdays during special events.
- Give medication to students and staff according to the school's policy.
- Notify parents of cases that are beyond the scope and capability of the school nursing service.
- Work together with members of the school's leadership team.
- Keep and compile statistics on the nursing office services and care provided to students.

**Essential**

- Training and experience as a nurse
- Demonstrated ability to communicate effectively in written English and Lao
- Demonstrated ability to work unsupervised to meet deadlines and achieve outcomes
- Demonstrated ability to use initiative to solve problems
- Demonstrated ability to use technology appropriate to the position, most importantly high level skills in Microsoft Excel and Word programs.
- Excellent interpersonal skills and the ability to work with adults and children from different cultures.

**Desirable**

- Previous experience in school nurse role
- Qualifications in a job related field

**Application Procedure**

- Provide a one page letter in English addressing the selection criteria
- Provide a resume that shows previous employment and educational qualifications; and
- Provide the name and contact details of two people who can comment on your work.
- Please send application to [recruitment@ourvis.com](mailto:recruitment@ourvis.com) by **March 18, 2019.**