



## **Position Available: Certified Nursing Assistant (CNA)**

---

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

### **POSITION DESCRIPTION AND JOB FUNCTIONS**

Jack & Jill's Health Initiatives Program provides health assessments, provision of health services, therapy dog services, and preventive healthcare, this program has a significant positive impact on the health and wellness of our students, families and community. The Certified Nursing Assistant (CNA) plays a crucial role in supporting the health and well-being of students by assisting the school nurse in providing medical care and maintaining a safe and healthy environment. The Certified Nursing Assistant (CNA) primary responsibilities include performing routine health screenings, managing health records, administering basic first aid, and collaborating with school staff to ensure the overall health and safety of students. The Certified Nursing Assistant (CNA) will be responsible for the following key job functions:

- **Health Screenings**
  - Conduct vision and hearing screenings for students in accordance with state and school guidelines.
  - Assist with other health screenings as required, such as height, weight, and scoliosis screenings.
- **Medical Records Management**
  - Maintain accurate and confidential health records for all students.
  - Input and update student health information in the school's electronic health record system.
- **First Aid Administration**
  - Provide basic first aid to students as needed, following established protocols established by Health Program guidelines.
  - Notify parents/guardians of any injuries or illnesses and coordinate appropriate follow-up care.
- **Medication Management**
  - Assist in administering prescribed medications to students in accordance with school policies.
  - Keep accurate records of medication administration and report any issues to the school nurse.
- **Health Education**
  - Assist in organizing and conducting health education programs for students, focusing on topics such as hygiene, nutrition, and general wellness.
  - Collaborate with teachers to integrate health education into the curriculum.
- **Emergency Response**
  - Participate in emergency response drills and assist in implementing emergency procedures.
  - Be prepared to provide first aid during emergency situations.
- **Collaborate with School Staff**
  - Participate in emergency response drills and assist in implementing emergency procedures.
  - Be prepared to provide first aid during emergency situations.

### **MARGINAL JOB FUNCTIONS**

The Certified Nursing Assistant (CNA) is an essential part of early education and elementary programs. Thus, they will be expected to perform the following job functions:

- Support school-wide health promotion initiatives, including health fairs and wellness programs.
- Maintain accurate and up-to-date records of health-related activities.
- Prepare and submit reports to the school nurse or health services coordinator as required.

### **POSITION REQUIREMENTS**

- Ability to work effectively with students, parents, and school staff.
- Excellent phone etiquette and strong written, presentation and in-person communication skills.
- Excellent interpersonal and communication skills.
- Ability to work cooperatively with colleagues and supervisory staff.
- Follow and enforce the Center's policies and procedures at all times as listed in employee and parent handbooks.
- The job may require heavy lifting of medical equipment, up to 20 lbs.
- The job may require performing first aid procedures and respond to emergency situations quickly.

### **POSITION QUALIFICATIONS**

Candidates for the Certified Nursing Assistant (CNA) position should have:

- High School Diploma or equivalent.
- Additional training or certification as a Certified Nursing Assistant (CNA) or Nursing Assistant is preferred, required within 6 months of start date.
- Previous experience in a healthcare or school setting is desirable.
- Knowledge of basic first aid and CPR.
- Familiarity with the state of Florida and school health regulations.
- Strong organizational and communication skills.
- Commitment to maintaining confidentiality and promoting a safe and healthy school environment.
- A valid driver's license and access to transportation.
- Authorization to work in the USA.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

### **SPECIFICS**

Title: Certified Nursing Assistant (CNA)

Team: Health

Reports To: Director of Health Initiatives

Pay: \$15 per hour

Classification: Full-time/Non-exempt

Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance.