

Lpn/Traveling Nurse

Harbor Child Care, Inc.

Various Locations , NY

Other

Posted on November 11, 2020

Job Description

LPN/ Traveling Nurse

Under supervision of the Director of Health Services/Center Director, the Nurse shall be responsible for working within the framework of Harbor Child Care, carrying out its functions, policies and procedures, which include but are not limited to:

Responsibilities

ESSENTIAL FUNCTIONS

The Nurse is responsible for overseeing and maintaining health and safety standards throughout the center and has direct supervision in the classrooms in all areas of health and safety. The Nurse will keep the director current (in all areas of responsibilities).

1. Care for sick or injured children
2. First Aid and emergency treatment of ill and injured children and staff when on site.
Available to help make medical decisions when off site.
3. Act as liaison for Center regarding medical issues with outside sources
4. Maintains medical records for UPK
5. Evaluates UPK children medical records and supervises medical assistant in keeping medical files up-to-date.
6. Ensures compliance with New York State immunization laws and New York State Dept. of Social Services regulations.

7. Evaluates and organizes staff training needs in areas of health and safety (i.e., CPR, Child Abuse Recognition).
8. Maintains annual physicals for children
9. Immunization records/immunization survey
10. Immunization requirements for Kindergarten

Emergency Protocol:

1. Prepares evacuation plan for all centers
2. Workshops
3. Performs workshops on car seat safety, hand washing, germs, body awareness, nutrition, etc.

Staff Training:

1. Infectious Disease, first aid
2. Shaken Baby Syndrome
3. Medication Administration
4. Child Abuse Recognition training
5. Emergency Protocol, Evacuation plan

Other:

1. Assists in setting health policies, implementing & updating Health care plans for all Harbor sites
2. Oversee accident reports
3. Oversees administration of medication
4. Assists in determining reporting to CPS
5. Acts as a liaison with Pediatricians

Qualifications

Job Qualifications:

LNP or Medical Assistant Certification, experience in well baby care, 2 to 3 years' experience *preferred*.

Application Instructions

To apply email Florence Barbour at: fbarbour@harborchildcare.org

Downloaded from Early Childhood Job Board on December 18, 2025

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