



PERSONNEL BULLETIN



SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
631-360-0800

BULLETIN 2022-01

POSITION AVAILABLE

- POSITION:** Registered Nurse – Full-time
- LOCATION:** SCOPE Operations Center, Smithtown and Syosset, NY
Also extensive field work at SCOPE programs in Nassau and Suffolk
- START DATE:** Immediate
- RESPONSIBILITIES:** Major duties include the following:
- Visitation of child care program sites to inspect medication forms, medications and health care plans and to provide staff and parent training in the administration of medication.
 - Ongoing review, revision and approval of site health care plans and handling of all other matters involving the health and medical status of students in SCOPE programs.
- QUALIFICATIONS:**
- Valid NYS license as a registered nurse
 - Approved trainer in Medication Administration Training (MAT) preferred or willingness to obtain required certification.
 - Ability to work and communicate effectively with staff and parents including the training of large groups.
 - Strong computer skills in Word and Excel.
 - Excellent written and oral communication skills.
 - Valid NYS Driver's license and ability to travel to sites in Nassau and Suffolk.
- HOURS:** 40 hour workweek plus lunch hour
- SALARY:** \$65,000 annual
- PLEASE SEND COVER LETTER AND RESUME TO:**
Office of Human Resources
SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
or hr@scopeonline.us