



Position Announcement Student Life Department

Howard Payne University does not discriminate on the basis of race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test. Your signature on the Employment Application indicates your understanding these statements.

POSITION AVAILABLE: University Nurse (Part-Time)

CLASSIFICATION: Non-Exempt, Part-Time Staff

POSTING DATE: January 7, 2021

EMPLOYMENT BEGINS: Immediately

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian mission and purpose of Howard Payne University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

As a condition of employment, employees are paid by Direct Deposit. Your signature on this job description indicates your understanding and affirmation of the statements above.

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Core Values of Howard Payne University - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and
- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

Job Summary - The University Nurse is responsible for providing basic health care for the students of the University, modeling Christian faith, promoting health awareness, and managing health records. The University Nurse works approximately 20 hours per week during the academic year and approximately 7 hours per week during the summer. A detailed schedule for the year will be provided.

Minimum Qualifications - To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Procedure - To be considered, applicants must submit an Employment Application (available at: www.hputx.edu/jobs), a letter of application addressing in detail how they meet the position requirements, unofficial transcripts, and the names and contact information for three professional references to:

Mr. Bill Fishback
Associate Vice President for Business and Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
Phone: (325) 649-8031
E-mail: hr@hputx.edu

Application Deadline - Applications will be accepted until the position is filled.



Job Description

Job Title: University Nurse (Part-Time)
Department: Student Life
Reports To: Dr. Magen Bunyard, Vice President for Student Life and Dean of Students
FLSA Status: Non-Exempt, Part-Time Staff
Prepared By: Dr. Magen Bunyard
Prepared Date: January 7, 2021
Approved By: Bill Fishback, Associate Vice President for Business and Human Resources
Approved Date: January 7, 2021

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Howard Payne University (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian Mission Statement and Core Values of the University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

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As a condition of employment, employees agree to be paid by Direct Deposit.

Your signature on this job description indicates your understanding and affirmation of all of the statements above.

Job Summary - The University Nurse is responsible for providing basic health care for the students of the University, modeling Christian faith, promoting health awareness, and managing health records. The University Nurse works approximately 20 hours per week during the academic year and approximately 7 hours per week during the summer. A detailed schedule for the year will be provided.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Provide basic health care for the students of the University.
2. Maintain patient health and shot records.
3. Maintain standing orders by the staff physician.
4. Order medications and supplies, maintaining integrity of inventory.
5. Administer flu vaccines and/or coordinate flu vaccine clinic.
6. Accompany students to medical appointments and/or the emergency room as needed.
7. Manage department budget including grant funds and related reporting.
8. Provide reports on the general health of the student population to Vice President for Student Life.
9. Maintain awareness of the Center for Disease Control, State of Texas, and Brown County Health Department news, trends, policies, and protocols.
10. Participate in and/or sponsor proactive programs for the University, including but not limited to:
 - a. Wellness Fair (participation);
 - b. Blood Drives (coordinate one each semester);
 - c. Health Awareness Events (Alcohol Awareness Week, Drug Awareness Week, etc.)
 - d. Seminars/Workshops as requested by University departments.
10. Assist Office of Student Life with health services and resources for students.
11. Serve as a health resource for personnel.
12. Assist with and attend University functions as needed.

Supervisory Responsibilities - This job has no supervisory responsibilities.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

1. Modeling Christian Faith - Must be committed to modeling Christian faith. Displays a proven record of modeling Christian faith in business operations, management roles, customer service functions, and interactions with others. Committed to continuing to model Christian faith in a manner consistent with the University's Mission Statement and Core Values.
2. Technical Skills - Assesses their own strengths and weaknesses, pursues training and development opportunities, and strives to build knowledge and skills continuously, shares expertise with others.
3. Customer Service - Manages difficult or emotional situations effectively, solicits feedback to improve service, responds to requests for service and assistance promptly and effectively, meets the commitments they make to others.
4. Interpersonal Skills - Focuses on solving conflict without blaming others, consistently maintains confidentiality, listens to others without interrupting them, keeps their emotions under control, remains open to others' ideas and tries new things.
5. Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates effective group presentation skills, participates actively in meetings.
6. Cost Consciousness - Works within their approved budget, develops and implements cost saving measures, conserves University resources.

7. Ethics - Treats everyone with respect, keeps commitments, inspires others to trust them, works with integrity and ethically, upholds the University's Mission Statement and Core Values.
8. University Support - Follows policies and procedures consistently, completes administrative tasks correctly and on time, supports the University's Mission Statement and Core Values, Benefits the University through external community and professional activities, supports affirmative action and respects diversity.
9. Judgement - Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in the decision-making process, makes timely decisions.
10. Professionalism - Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts personal responsibility for their own actions, and follows through with commitments.
11. Safety and Security - Observes University safety and security policies and procedures, determines appropriate actions beyond guidelines, reports potentially unsafe conditions, uses equipment and materials properly.
12. Attendance/Punctuality - Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.
13. Dependability - Follows instructions, responds effectively to their supervisor's direction. Takes responsibility for their own actions and keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
14. Initiative - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes appropriate independent actions and calculated risks, looks for and takes advantage of opportunities to improve situations, asks for and offers help when needed.

Qualifications - To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience - RN or BSN degree required. Prior nursing experience preferred.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals in English. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, employees of the University and the public.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form in English.

Computer Skills - To perform this job successfully, an individual should have a good working knowledge of design software; Internet Explorer; Microsoft Outlook, Excel and Word.

Certificates, Licenses, Registrations - Must maintain a current Texas driver's license to drive on behalf of the University. Must maintain a current nursing license with the Texas State Board of Nursing.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals used to clean and/or renovate buildings and maintain the grounds of the University. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand and can meet all the expectations and physical requirements in this Job Description.

Signature

Date