

# VACANCY NOTICE

REF: C03022023

<b>POSITION</b>	<b>PRE-SCHOOL NURSE</b>
<b>LOCATION</b>	<b>KLCC, KUALA LUMPUR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL-TIME</b>

## JOB SUMMARY

- Maintains effective two-way communication with parents.
- Executes care and health activities supporting/ promoting strong collaborative partnership with parents.
- Prepares yearly budget on sick bay and all medical tools/ first aid kits.
- Monitors request and updates and ensures necessary medical tools/ first aid kits are adequate.
- To be In-charge of the daily operations and maintenance of Sick Bay – facilities and equipment.
- Makes sure that the Sick Bay is operational daily.
- Checks and reports about any defaults or maintenance of Sick Bay's facilities and equipment.
- Ensures excellent monitoring and care towards the children well-being.
- Prepares, maintains and updates children's health records.
- Prepares, compiles and updates weekly & monthly census from the Sick Bay.
- Assists in advising parents on child care needs when necessary.
- Performs daily & randomly checks on the children and monitors their illness. If the need arises, to refer to panel doctors for treatment.
- Monitors children's medication/ treatment and guide teachers on the proper way to serve medication as prescribed.
- Conducts and exercises "Infection Control" procedures when the need arises.
- To be actively involved in training and teaching teachers about proper hygiene and medical issues.
- To conduct and deliver training sessions for the teachers about proper hygiene and medical issues.
- Ensures Centre's environment remain safe and child-friendly, in compliance with company's Health and Safety rules.
- Recording medical information and maintaining accurate children's record.
- To assist in other duties as and when required by the Centre Director.

## JOB REQUIREMENTS

- Degree holder with minimum of 2 years working experience or Diploma with 3 years in Nursing or its equivalent

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- Attention to detail, own knowledge skills and critical judgement to provide the highest quality of children care
- Problem solving skill
- Excellent communication and interpersonal
- Open to new ideas and feedback, comfortable with learning
- Excellent infant handling skills as well as empathy and compassion for children.
- Able to work well independently as well as within a team
- Highly proficient in the English language (written and spoken)
- Highly creative, dynamic individual
- Proficient in Microsoft applications