COLLEGIO DEL MONDO UNITO DELL'ADRIATICO ONLUS

NOTICE
FOR THE EMPLOYMENT OF A MEDICAL CENTRE NURSE (INFERMIERE/A)

- WHEREAS Collegio del Mondo Unito dell'Adriatico ONLUS - UWC Adriatic (hereinafter referred to as College) is a private cultural institution part of the UWC international movement, endowed with juridical personality, its mission being: "UWC makes education a force to unite people, nations and cultures for peace and a sustainable future";

- WHEREAS the College is a residential institution which every year hosts approximately 190 international students aged from 16 to 19 years for their two year pre-university UWC programme;

- WHEREAS the provision of high quality medical and nursing services is essential for the well being of the students, many of them being minors far away from their families and their homes;

- WHEREAS the College needs to employ a qualified and experienced nurse to provide services to the students;

- WHEREAS art. 14 of the College Statutes lays down that the Rettore supervises teaching and non-teaching staff, the scholastic structures, the service and offices, and all College activities, selects and employs teaching and administrative staff and determines their salaries in accordance with the criteria established by the Board of Directors;

- IN VIEW OF the Criteria for Staff Recruitment, for the Identification of Additional Functions and for Assigning Freelance Work approved by the Council of Administration of the College on 13th December 2013;

The Rettore is hereby giving notice of the following:

1. Collegio del Mondo Unito dell'Adriatico ONLUS - UWC Adriatic

The college is set in the village of Duino. It is one of the 17 UWC schools and colleges across the world. The college shares the UWC Movement Mission to make education a force to unite people, nations and cultures for peace and a sustainable future. The College offers a challenging holistic, residential educational programme (taught in English) to around 185 students from 80 countries. It aims to broaden the horizons of young people by welcoming them into a diverse multicultural community which develops their interpersonal skills of empathy and compassion. UWC Adriatic offers students opportunities to fulfill their potential and develop the skills to become agents of positive change in an increasingly interconnected world. All students of the College speak either Italian or English, or are learning both languages.

The College has its own Medical Centre consisting of a consulting room, waiting area, and two dormitories for students requiring accommodation separate from other students for health reasons. All necessary facilities also are present to support students sleeping in the medical centre dormitories.

2. Overall description of appointment

A qualified and experienced nurse is required to provide consultations and services to international students in the age range of 16-19 years. The consultations with students need to be conducted in clear, fluent English in the majority of occasions. The Medical Centre nurse must therefore be able to communicate verbally and in writing in English and Italian. Consultations are conducted in the college Medical Centre located in Loc. Duino 29, Duino-Aurisina (Trieste) and on occasions in student residences, located also in the village of Duino.

The ideal candidate will have the following characteristics:

- Be a patient, compassionate person who is sensitive to the cultural differences in a multinational and multicultural environment;
- Excellent knowledge of written and spoken English and Italian;
- Excellent knowledge of local medical facilities;
- Computer literacy with Microsoft Office and other commonly used applications;
- Excellent interpersonal communication skills;
- Experience in working with young people in the age range 16-19 years
- Be a competent and experienced driver and hold a valid driving license for a manual gear change car

In addition, the ideal candidate will be a person who is sensitive to differences in medical provisions around the world, the different expectations of students from very different systems and social strata and the inner vulnerability felt by young people feeling unwell but being far from home for the first time in their lives. The latter can be challenging to manage as it can be expressed as an over-compensation for their distress, and manifest as demanding and critical behaviour. As part of the educational model of all UWCs, students are encouraged to question and make their own decisions, it is important for medical centre staff to support their advice with reasoned explanations if it is to be accepted by the students.

3. Specific Duties and Responsibilities

- Be available to advise and treat students who come to the Medical Centre between 7:45-8:30am,
- Give students some minor primary medications (as approved by the doctor) eg. paracetamol, ibuprofen, rehydration mixture,
- Occasionally give over-the counter non-prescription, eg. cough/throat syrups, pastilles or similar
- Attend to physical injuries and address them appropriately,
- Telephone doctor whenever significant health problems are presented and if unable to contact take appropriate action - eg have student taken to hospital,
- Write the sick list into the Student Management System each morning,
- Arrange take away breakfasts from mensa for sick students in residences and deliver food to students needing visits in residence,
- Check sick students in residences from 9.30am when informed by Personal Tutor, Residence Tutor, or by students‘ email or when following up on sick student from previous day(s),

- Monitor and report to Senior Residence Tutor/Residence Tutor about overall hygiene standards in residences visited,
- Inform students Personal Tutor, Residence Tutor, if visiting a student so they are aware of their illness and needs,
- Alert the Personal Tutor, Residence Tutor, and Senior Residence Tutor if student requesting a visit is clearly not so unwell as to require it,
- Take students to hospital, dentist, physiotherapist for medical examination,
- Take blood or other samples etc for transport to hospital,
- Organize medical checks on all first year students at the start of each academic year,
- Before the students arrive at the start of the academic year:
    - Collect all requested medical documents at the beginning of the year before the students arrive
    - Maintain all medical records of students including periodic weights and well person test results.

In addition, the nurse will perform a series of administrative tasks, such as for instance:

- Make purchases as directed by the Doctor for medical supplies including Medical Centre and First Aid kits for Residence Tutors, Activities, Vans, Teacher on Duty etc.,
- Prepare the forms for special diets (for Mensa),
- Prepare the forms for internal certificate for sport activity,
- Check when the European health card expire and take steps to have parents renew,
- Open insurance positions and collect all the documents for an eventually medical check required by the insurance doctor,
- Request disposal of medical waste in collaboration with the Health and Safety officer once a month,
- Collaborate with the mental health coordinator and doctor about sex education,
- Support student in emergency situations requiring urgent attendance of any special clinic or individual,
- Communicate to, and collaborate with the counsellor and the doctor for psychological/psychiatric disorders,
- Organize medical checks for the Medicina del lavoro (once a year for 8-10 persons).

4. Appointment and Remuneration

The candidate selected for the position will be employed on a full-time permanent contract within the Federculture national collective agreement (CCNL Federculture) which is the national contract of reference applied at the College, integrated with the provisions of the College Supplementary Contract. The appointment will be on Level D with an approximate annual indicative gross salary of Euro 26.693,10.

5. Eligibility Requirements

- Be a EU/EEA national or holder of a valid long term EU residence and work permit;
- Be a qualified nurse (Infermiere);
- Be a member of "OPI - Ordine delle Professioni Infermieristiche" included in one of the OPI official roasters of the provinces of Trieste, Gorizia, Pordenone or Udine.

Applicants for this role should be aware that all adults working in association with the College must have a criminal record check to be considered appropriate to work with minors. The college will request the courts to provide a "*Certificato penale del casellario giudiziale"* for the selected candidate.

6. Candidates' Assessment Procedures

Received applications will be formally screened in order to:

- formally check the eligibility requirements;
- evaluate the qualifications and the professional experience of the candidate.

Shortlisted candidates will be invited at the College for an interview which will most likely be held between 10 and 12 October 2018.

7. Procedure and Deadline for Submitting Applications

Applications must be submitted electronically to the email address rettore@uwcad.it by **5th October 2018** at 24:00 hours and must include the following documentation:

a) Application form in Italian duly filled and signed (form attached under "Allegato A");

b) Motivation letter in English addressed to the Rettore explaining why the candidate is applying for the position and his/her strengths and qualities;

c) Curriculum Vitae in Italian indicating qualifications and professional experience in detail, 2 professional references and an authorisation to process personal data in compliance with Article 13 of the EU Regulation 679/2016 (GDPR).

d) A photocopy of a valid identity document and driving license;

This notice is not binding on the College to make an assignment.

Duino, 19th September 2018

Dr. Michael A. Price
Rettore