



Founded in 1974 and conveniently located in suburban Montreal, West Island College (WIC) is two schools under the same roof: a French school, offering an entirely French curriculum and an English School, offering a French immersion program. Both schools deliver an enriched curriculum and mother-tongue language courses and seamlessly coexist to offer the ultimate bilingual experience for students of all backgrounds. For over 49 years, we have been redefining the educational experience through innovative teaching methods delivered in a technology infused environment.

At WIC, we are committed to the pursuit of excellence, fostering a passion for knowledge and instilling fundamental values that empower our students to succeed in the ever-challenging environment of today and tomorrow.

We are currently seeking a qualified candidate for the following position:

-Registered nurse (Mon-Fri 7:30 am to 3:30 pm)*

**Part-time or Full-time position available until June 10th, which could lead to a full-time position, starting August 14th, 2023.*

Main duties and responsibilities:

Reporting to the Head of School, the nurse will work with WIC's secondary students to promote a healthy school environment. The Nurse will be responsible for providing health care to students, including nursing care, assessment, planning and intervention and evaluation of student health care programs, in accordance with the guidelines and requirements of the O.I.I.Q., the CNESST, and other related legislation.

Physical health and safety:

- Maintain a culture of support for students and colleagues, protecting their health and safety
- Provide health care directly to students, including emergency first aid, assessment and treatment of illnesses and injuries, as part of professional nursing practices.
- Act as the primary reference for all health-related matters for students and staff.
- Guide the creation and implementation of College infection prevention and control protocols for students and staff.
- Educate students, parents, faculty, and staff on current trends in communicable diseases, general health and wellness, and longevity-focused prevention methods
- Work collaboratively with teachers and the School Counselor to create and deliver health promotion programs in support of student health and well-being (ex: physical and mental health, relationships and sexual health, substance use, nutrition, etc.)
- Manage all administrative duties including scheduling vaccination clinics, first aid training, medical and first aid inventory management, student record keeping and data collection
- Assist the school caterer in the creation of a healthy and balanced lunch program menu
- Actively participate in the College Health and Safety Committee to ensure the development and implementation of school health and safety policies, as required.

Socio-emotional well-being:

- Participate in the achievement of the College's strategic objectives for the development and well-being of students.
- Develop and model strong values-based relationships with students, staff and parents
- Guide the creation and implementation of College wellness policies



- Work collaboratively with the School Wellness team to create and deliver programs and initiatives in support of student health and social-emotional development (for example: anti-bullying, inclusion, management stress, etc.)
- Develop an event calendar for school-wide and grade-specific initiatives and guest speakers for students
- Organize and plan a series of information sessions for parents on various topics relating to the health and well-being of adolescents

Additional Responsibilities:

- Teaching sexuality and health education across all grade levels.
- Develop a mutually respectful home-school partnership in favor of student well-being
- Build community partnerships and provide valuable support resources and referrals to outside agencies as needed
- Ensure compliance with government requirements (anti-harassment plan MEES, CNESST, etc.)
- Maintain complete and confidential student records

Required qualifications:

- Accredited member of the Ordre des Infirmières et Infirmiers du Québec (O.I.I.Q).
- Fluently bilingual (oral & written, French & English).
- A minimum of five years of diverse nursing experience. Experience working in a school setting or directly with adolescents would be an asset.
- A demonstrated ability to handle emergency situations in a prompt, precise and professional manner.
- Ability to maintain confidentiality, and use tact and discretion in the performance of duties.
- Excellent time management and organizational skills.
- A high degree of resourcefulness, flexibility and adaptability.
- Self-motivated, energetic and fun.
- Excellent team player, who is also capable of working autonomously.
- Background clearance required.

Employee benefits:

- A competitive salary and benefits package.
- Participation in RREGOP (the public sector pension plan)
- Optional participation in the College's Group RSP plan.
- Nine (9) weeks of vacation
- Tuition reduction for employee children that attend the school.
- Meal plan (full lunch) at the College's cafeteria.
- Partial subsidization of physical activity costs.
- Professional development encouraged and supported by management.

Candidates who are interested in pursuing a career at WIC are invited to e-mail their CV and cover letter to Lise Lafontaine at llafontaine@wicmtl.ca by March 17th 2023.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.



Collège de l'Ouest de l'Île
West Island College