



**The Putney School**  
**Medical/Administrative Assistant - Part Time**  
**Health Services Department**

The Putney School seeks a Medical/Administrative Assistant to join our healthcare team. This is a part time position (~27 hrs/week, 0.6 FTE, non-exempt).

The Putney School is a progressive, co-educational boarding and day school for grades 9-12 with ~230 students located in Putney, Vermont. The school's educational philosophy and core values are summarized in our nine [Fundamental Beliefs](#) which guide the work we do. The Putney School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors and will have the wellbeing of the school as a whole in mind at all times. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

For more information, please visit our website at [www.putneyschool.org](http://www.putneyschool.org)

**Position Summary**

The part-time medical/administrative assistant is responsible for providing medical and administrative support to our healthcare team and student community. This healthcare professional will be an integral part of a team that is responsible for planning, implementing, coordinating, and evaluating school health services at The Putney School.

**Specific Responsibilities Include**

- Provide support during the academic year and the Putney School Summer Arts Program as part of a team of health care providers, including staff nurses, *per diem* nurses, the counseling director, and staff counselors
- Assist nurses with medication administration, history taking, vital signs, and specimen collection
- Perform data entry for electronic medical record and attendance system

- Communicate with students, office staff, the larger school population, parents, providers, and others
- Coordinate student medical appointments, including driving and/or arranging drivers
- Assist with the management of student health records, including immunization history and other health forms
- Assist with inventory and ordering of supplies, including medical supplies, linens, office supplies, and other necessary items

**Hours**

Monday - Friday, ~ 6 hours/day

**Education and/or Experience**

- Licensed by State of VT as CMA, LNA, EMT, or other health professional, or eligible
- Current and unfettered driver's license
- Desire to work in a high school environment with adolescents
- Strong communication skills
- Experience preferred

Offer is contingent upon successful completion of a criminal background check.

**Working Conditions**

This is a salaried, unbenefitted, position with significant holidays and vacations.

**Starting Date:** As soon as possible

**Application Deadline:** Posted until filled

Interested candidates should send a letter of interest, a resume, and names and contact information for three references to [sdunbar@putneyschool.org](mailto:sdunbar@putneyschool.org) with the subject heading: Medical/Administrative Assistant Application.

For more information, email [sdunbar@putneyschool.org](mailto:sdunbar@putneyschool.org).