

Job Title: HEALTH SERVICES COORDINATOR

Qualifications: Has license/certifications to practice as a Health Services Coordinator in New Hampshire. Has a minimum of two years' experience in child health within the last five years. Has a minimum of Bachelor's Degree or its equivalent.

Position requires a valid driver's license.

Reports to: Superintendent

Job Goal: Ensure all health initiative, services are programs are aligned and effective. Stay current in the field as Health Coordinator by engaging in professional learning opportunities.

Supervises:

Type of Position: 10 Month **Wage:** Contract

Hours per week: 183 Days (175 School Days – 8 Workshop Days)

Responsibilities:

- Applies appropriate theory as basis for decision-making in health services practice.
- Establishes and maintains a school health program.
- Collects information about the health and developmental status of the student in a systematic and continuous manner.
- Strengthens and implements school health policies that align with federal and state laws as well as regulations and best practices.
- Works with the Wellness Committee.
- Collaborates with other professionals in planning to assure quality of health care provided to students.
- Assist student, families, and school personnel to achieve optimal level of wellness through health educations.
- Assumes responsibility for continuing education and professional development and contributes to the professional growth of others.
- Participates with others in assessing, planning, implementing, and evaluating school health and community services that include primary, secondary, and tertiary prevention.
- Contributes to school nursing practice through innovation in theory and practice and participation in research.
- Performs other duties as required.
- This job description lists the general duties and is not intended to list every specific function required.

Physical Demands:

- The physical demands described below 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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	

EVALUATION: Performance of this job will be evaluated by the Superintendent or Business Manager

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

**PRIMARY PHYSICAL REQUIREMENTS
CONSIDERATIONS**

Lift up to 10 lbs: Frequently required
Lift up to 25 lbs: Occasionally
Lift 26 to 50 lbs: Rarely
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Occasionally
CARRY 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently required
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Frequently required

**DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

OTHER PHYSICAL

Twisting: Frequently required
Bending: Frequently required
Crawling: Frequently required
Squatting: Frequently required
Kneeling: Frequently required
Crouching: Frequently required
Climbing: Frequently required
Balancing: Frequently required

WORK SURFACES: (describe)

Composite desk
Carpet/tile floors
Computer keyboard/screen

HAND MANIPULATION

Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Frequently required
Fingering:	Frequently required

Environment: Inside: 85%

Outside: 15%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

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

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Name/List: