

## **Coordinator of Health Services**

### **Purpose Statement**

The job of Coordinator of Health Services is done for the purpose/s of managing the district-wide nursing program; providing nursing leadership throughout the district; organizing at each school, the clinical aspect of the district health program; and advising district administration in staff development, interagency collaboration, and state and federal guidelines.

This job reports to Director of Student Services

### **Essential Functions**

- Assesses district-wide student health related issues (e.g. safety, abuse: physical, sexual, or drug, etc.) for the purpose of identifying problems, establishing district-wide protocols for proper treatment and complying with legal requirements.
- Collaborates with a variety of individuals and groups (e.g. nurses, administrators, health care providers, public agencies, etc.) for the purpose of promoting and/or securing student health services, providing information and complying with legal requirements.
- Conducts hiring process of qualified personnel (e.g. nurses, etc.) for the purpose of implementing the school health program.
- Conducts programs and/or activities in conjunction with district-wide health program (e.g. health education, nutritional workshops, etc.) for the purpose of supporting nurses in schools.
- Directs district-wide student health services (e.g. screenings, emergency care, medication storage and administration, etc.) for the purpose of prioritizing project activities, ensuring utilization of personnel in compliance with site requirements, and meeting mandated requirements.
- Facilitates a variety of meeting and events (e.g. workshops and seminars, interdisciplinary teams, etc.) for the purpose of gathering, conveying and/or sharing information on district-wide student health needs, service delivery, and educational programs, and/or improving skills and knowledge.
- Orients new staff (e.g. nurses, health aides, etc.) for the purpose of ensuring the implementation of the district health programs.
- Oversees district-wide emergency medical situations (e.g. contagious disease outbreaks, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
- Prepares a wide variety of written materials (e.g. district-wide quantity reports, student services, correspondence, internal audits, core plans, etc.) for the purpose of documenting district-wide activities, providing written references, and/or conveying information.
- Provides training on a variety of health related subjects (e.g. nurse orientation, disaster preparedness, child abuse, health education, medication management, policies and procedures, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a district-level resource to nurses and district personnel.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to nurses and district personnel.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; and local, state and federal health policies.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

### **Required Testing**

Pre-employment medical physical exam and essential function test (EFT)

### **Continuing Educ. / Training**

Maintains RN License  
Continuing Education Requirements

### **Certificates and Licenses**

Driver's License & Evidence of Insurability  
RN License

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**

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Services