



CLASSIFICATION DESCRIPTION

TITLE: Health Services Coordinator

<u>Title of Immediate Supervisor:</u> Facilities Manager	<u>Department:</u> Facilities Management	<u>FLSA Status:</u> Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Non-Certified Business Division, Pay Class

General Summary or Purpose Of Job:
Provide leadership in development, implementation, and coordination of a comprehensive program of health services for the district. Participates in nursing policy formulation and decision making. Develop and implement strategies and safeguards to protect, promote and manage the health and safety of students and staff, prevent and address student health concerns that interfere with learning as well as prevent illness and injury throughout the school year.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Provides consultation as health expert to district administration regarding health-related district needs and advises in the development and ongoing management of district programming.. Helps staff interpret school health and immunizations, communicable diseases, medication, and emergency care of the ill and injured. Determines objectives and policies of the health program in conjunction with nurses and other physical education teachers to all concerned.	Daily 15%
2.	Serves as member of district committees related to health and safety issues of students and staff, such as crisis intervention, planning teams, staff wellness programs, and exposure control committees.	Daily 20%
3.	Works directly with students and families when appropriate regarding health concerns; Advises on medical concerns related to medically fragile students and in-school nursing and medical care of all children as needed.	Daily 15%



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4.	Serves as a resource to staff and monitors daily health services activity; Collaborates with school principals and district administrators in the selection and development of appropriate programs, strategies, and initiatives that will result in positive school experiences leading to successful school completion of all students.	Daily 15%
5.	Establishes and implements district health policies and procedures that guide health practices or training to ensure compliance with state and federal laws. Develops, implements, and manages state and federally required programs or training as they pertain to healthcare and medical practices within the district. Supports the advancement and ongoing management of occupational health programming wherein the need of health expertise may be necessary such as bloodborne pathogens, respiratory protection (fit testing), first aid kit management, and others.	Daily 10%
6.	Plans and networks with community partners to support student health. Coordinate activities of the nursing and health program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services.	Daily 25%
7.	Advises human resources regarding Workers Compensation and staff/student injury programs for the district. Supports the accommodation of restrictions following workers compensation injuries in coordination with the district's return to work program and qualified rehabilitation consultants. Manages ongoing entry and management of student injury data for the purpose of reducing the district's loss profile.	Monthly 5%
8.	Performs other duties of a comparable level or type.	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a bachelor's degree in nursing and at least three years' experience working as a Licensed School Nurse. Masters degree preferred.

Certification or Licensing Requirements_(prior to job entry):

- Current Registered Nurse (Required)
- Public Health Nurse Certificate (Required)
- Licensed by the Minnesota Department of Education as a School Nurse (Required)
- CPR & First Aid (Required)



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Knowledge Requirements:

Requires knowledge of:

- Pediatric nursing, especially in a school setting.
- CPR and first aid training.
- General knowledge of assessing health and safety issues of students and staff; such as crisis intervention, planning teams, staff wellness programs, and exposure control committees.
- General knowledge of health issues such as immunizations, diabetes, blood-borne pathogens, asthma, seizures, allergies, and so forth.
- Immunization schedules and laws.
- General knowledge of administering such medications as Epi-pens, Insulin Pens, nebulizers, and so forth.
- Familiarity with database programs for entering health records.

Skill Requirements:

Skilled in:

- Ability to handle multiple tasks at one time.
- Ability to work well with others and possess exceptional interpersonal skills
- Ability to constantly make decisions and act within the district and building policies, procedures, and guidelines
- Accurate record keeping.
- Ability to work in a diverse environment.
- Ability to communicate effectively with students, parents, teachers, administrators, community, and other staff.
- Ability to maintain confidentiality regarding student information.
- Ability to continue training in health-related areas.
- Ability to be flexible and work independently.
- Knowledge of medical support systems within our community.



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Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell		√		
Lift & Carry:				
Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
General Environmental Conditions:				
<p>Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Occasionally, there is a risk from handling toxic or caustic chemicals, such as medications, and some risk may be experienced when using certain medical equipment.</p> <p>The typical noise level is considered to be moderate.</p>				
General Physical Conditions:				
<p>Work can be generally characterized as:</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p>				

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		



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	Depth Perception		
	Peripheral Vision		

Job Classification History:

Classification created and reviewed by Bjorklund