

541.8 HEALTH CARE COORDINATOR JOB DESCRIPTION

The Health Care Coordinator is expected to coordinate all health care related tasks and responsibilities within the District including first aid/emergency care, record keeping, communications, dispensing medication, scheduling, screening, staff training, etc.

QUALIFICATIONS:

- Registered Nurse or completion of Medical Assistant Program
- Record keeping experience
- Current CPR certification
- Love, respect, and understanding of children
- General management and people skills
- Computer and technology competence
- Basic understanding of Health Promotion and Wellness
- Ability to maintain confidentiality in all phases of the position's responsibilities
- Good written and oral communication skills
- Commitment to continue professional development on an ongoing basis

REPORTS TO:

District Administrator and Building Principals

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Student Health Duties:

- Provides health care coordination to PreK-12 students
- Cares for ill students while at school and logs all visits
- Responsible for minor, managed, or physician directed health care and first aid
- Refers all medical needs requiring physician's attention through proper channels
- Manages screening programs for hearing, vision, scoliosis, and parent/guardian notifications
- Supervises administration and documentation of prescription/nonprescription medications
- Oversees and assists in individual student's special medical health program
- Provides and maintains first aid kits for student field trips
- Provides teachers with necessary student medications for any time students are away from school building

Staff Health Duties:

- Provides health care coordination for school staff
- Organizes staff training (Blood borne, asbestos, Hepatitis B, CPR, etc.)
- Organizes and supervises the staff flu vaccine program
- Serves on staff wellness committee

Clerical Duties:

- Provides needed specific individual student health information to school staff

- Manages student immunization program and communicates information to parents/guardians
- Prepares State immunization reports
- Maintains student health records
- Responsible for health communications to parents/guardians, students, and District staff
- Records service to eligible Medicaid students
- Prepares student and employee accident reports as well as any insurance paperwork
- Responsible for OSHA record keeping
- Copies and distributes medical physical education/sports excuses for injured and ill students
- Responsible for physician/parent/guardian medication permission slips
- Provides proper notification and documentation to staff concerning any specific medical concerns of individual students
- Blood borne pathogen plan record keeping, updating, and distribution
- Responsible for the proper maintenance of staff health records, physical exams, and immunizations
- Maintains student dietary needs/restriction records

District Environmental, Building, Community, and Health Responsibilities:

- WEA Staff Wellness Liaison for communication of wellness information and attend an annual workshop
- Attend annual juvenile diabetes conference at Marshfield Clinic
- Member of crisis intervention team
- Supervises automated external defibrillation (AED) program
- Assist in staff medical needs
- Assist in health careers and HG&D curriculums
- Arrange and document training videos for Special Education health needs
- Orders and maintains supplies for health rooms
- Professionally deal with parents/guardians, students, staff, and the community
- Maintain positive public relations with community
- Involvement/understanding or willingness to learn more about Disaster Recovery initiatives
- Performs other duties as assigned

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)

- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

PHYSICAL, MENTAL AND VISUAL SKILLS:

- Endurance to work 8 hours
- Must maintain mental sharpness and high energy level throughout the entire working day
- Sit with back support approximately four (4) hours.
- Repetitive motion of wrist and fingers required for typing/keyboarding
- Ability to deal with smells, blood, suffering, and all other unpleasant components of the job
- Skill to recognize real problems
- Ability to prioritize job responsibilities
- Must be able to adjust to a lunch break prior to 11:00 am or after 1:00 pm
- Satisfactory vision and hearing to complete work requirements and assignments

Adopted: October 16, 2002

Revised: July 18, 2012, September 28, 2016