

HEALTH CARE SPECIALIST
Noble Academy, District 4171
Job Description

GENERAL PURPOSE:

To enhance the educational process of students by maximizing their health and well-being, modifying or removing health-related barriers to learning, and promoting an optimal level of wellness. To provide preventive health services to facilitate the students' optimal physical, mental, emotional and social growth and development. Identifies problems and provides services as case findings, health education, referring and care in order to help prevent serious health problems. Supports the education process by working to assure the health of all students. Follows state and local health practice statutes, district policies, and administrative guidelines.

REPORTS TO: Superintendent

QUALIFICATIONS:

- Education: A minimum of one of the following:
- Certification in a health related program
 - Associate Degree, not necessarily in a health related field
- Preferred: Bachelor's Degree in a health related field
- Experience: A minimum of at least 2 years' prior experience working in related field
Preferred: 4 years of prior experience
- Skills: Must be certified in CPR or obtained in the first 6 months of employment
Preferred: Speak, read, and write Hmong

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of principles and practices underlying professional health care
- Knowledge of current trends and literature in the field of school health
- Knowledge and previous experience with organization and administration of office environment as well as administering student medicine
- Knowledge of state and local laws relating to health and social issues
- Effectively present information and respond to questions from students, staff, parents, and the general public
- Must have the ability to make decisions on their own
- Demonstrates a genuine interest in the student population and its health needs
- Must be a self-starter and be self-motivated

- Must establish and maintain effective working relationships with students, peers, parents, and other professionals
- Effectively and professionally communicate in both written and oral format

RESPONSIBILITIES:

- Responsible for Student Enrollment Process
- Maintains and updates student attendance and health records
- Conducts or assists in the conducting of vision and hearing screenings
- Performs health screenings and assessments for students and students referred for suspected health problems
 - Obtains a health history
 - Screens and evaluates findings as indicated during screenings
- Supervises prescribed medical treatments and medication administration according to School Board policy
- Provides assessment, planning, intervention, evaluation, management, and referral for appropriate medical care of students with acute/chronic health conditions and in emergency situations
- Coordinates the provision of first aid supplies
- Assists in the development and implementation of a student health plan, when necessary
 - Interprets the health status of students to parents and school personnel
 - Provides ongoing health counseling with students, parents, school personnel or health agencies
 - Utilizes existing health resources to provide appropriate care of students
- Maintains, evaluates and interprets cumulative health data to accommodate individual needs
- Plans and implements school health management protocols
- Coordinates school and community health activities and serves as a liaison health professional between the home, school and community
- Acts as a resource person in promoting health
- Responsible for student withdrawals (updating, maintaining and submitting student records)
- Follows additional duties as assigned by the Superintendent or Deputy Superintendent

PHYSICAL REQUIREMENTS:

- Sitting and possibly standing for long periods of time
- Occasional lifting, carrying, pushing, pulling, and moving objects of up to 10 pounds
- Occasional climbing, reaching, kneeling, and crouching

ATMOSPHERIC CONDITIONS:

- Exposure to illnesses (i.e; flu, colds, and other illnesses seen in children)

HOW TO APPLY:

Interested candidates should download and complete Noble Academy's employment application from <http://nobleacademy.us/career-opportunities> and submit it with a cover letter, resume, and three letters of recommendation to humanresources@nobleacademy.us.

Please note that all employees are expected to understand their role as stated herein and understand that this list is not inclusive. All staff must follow through with responsibilities knowing that sometimes they will have to perform tasks assigned by the Superintendent and/or Deputy Superintendent that are not part of their job descriptions. Responsibilities are subject to change with or without notice.

Noble Academy is an equal opportunity employer. Employment consideration is made without regard to race, color, creed, gender, national origin, age, disability marital or veteran status, sexual orientation or any other legally protected statuses.