TITLE: District Health and Wellness Coordinator

REPORTS TO: Risk Management and Safety

SUPERVISES: N/A

JOB FUNCTION: Coordinate the District’s Health and Wellness Program.

DUTIES AND RESPONSIBILITIES:

- Evaluate services in the school health program to plan for more comprehensive services for the child, family, and staff as necessary; assist in the formulation of the District’s wellness and health program. Components to include: Nutrition Services, Health Services, Health and Safe School Environment, Counseling and Mental Health Services, Staff Wellness Promotion, Parent and Community Involvement, Physical Education, and Health Education.

- Create systems and processes to track the schools’ progress in attaining a culture of wellness utilizing quantifiable and data-driven rubrics, including but not limited to, methods of evaluation that assess the contribution of nursing, psychology and/or social work in school health areas on a continuous basis related to health needs. Coordinate with other professionals and citizens groups in researching, planning and implementing the District’s wellness and health program.

- Coordinate activities of service providers with other services in the school district; communicate with the Health Department, school system, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.

- Participate as a team member for in-service education in schools, Pupil Personnel Services, the Health Department and other service providers; organize and assist in the health education of students, parents, teachers and staff.

- Maintain and implement the documentation requirements for all state and federally mandated student health records including physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.
DUTIES AND RESPONSIBILITIES (CONT.):

- Coordinate through service providers the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.

- Collaborate with the Child Nutrition Team to provide wellness education opportunities in and out of the kitchen, as well as resources to help students, families and staff incorporate these lessons into their daily lives.

- Complete OSHA reports; maintain records and injury reports associated with Worker's Compensation Insurance for district employees; assure completion of annual reports for the state Department of Education regarding health services; maintain record keeping systems.

- Provide opportunities for staff, students, and families, both inside and outside of school, to learn about wellness and to practice a healthy lifestyle.

- Employ strategies to encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; develop and manage a process to notify parents and pupils for needed immunizations and tests as required.

- Delegate in collaboration with health service providers, observe and report to physicians, with parental approval, the pupil's health status and any reaction at school to drugs or treatments prescribed by the physician.

- Act as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or recommend health education resources for classroom use.

- Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.

- Supervise the reporting of any known or suspected communicable disease cases to the local health department.

- Perform other duties as assigned.

- Maintain regular attendance.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Developing and leading projects with multidisciplinary teams.
- Policies, objectives, rules, and regulations related to the school health program.
- Promotion and public speaking techniques.
- Conference and counseling techniques.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.
- Communicable diseases.

ABILITY TO:

- Plan, coordinate, implement and modify a comprehensive wellness and health services program for the district.
- Facilitate training of others in proper screening techniques.
- Strong meeting and group facilitation skills.
- Strong organizational, critical thinking and analytic skills.
- Communicate with others regarding a variety of health-related activities and concerns.
- Coordinate a variety of health related activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Compile data, prepare reports and provide a detailed statistical analysis.
- Learn district organization, operations, policies, and objectives.
- Work independently with little direction.
- Plan and organize work.
- Observe health and safety regulations.
- Regular attendance

EDUCATION AND EXPERIENCE AND LICENSES:

- Bachelor’s Degree (required), Master’s Degree (preferred) in Public Health, Nursing, Nutrition/Dietetics, Social Work, Health Education, Public Administration or other similar field or related professional experience.