ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE:  HEALTHY START NURSE

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate and participate in Healthy Start activities and services; organize and conduct a wide variety of meetings, conferences and special events; provide health counseling services to parents, students and District personnel; serve as a technical resource in health education.

ESSENTIAL FUNCTIONS:

Coordinate and participate in Healthy Start activities and services; confer with administrators to prioritize caseload; plan and implement programs to encourage community involvement; contact physicians to arrange participation in promotional health education activities.

Organize and conduct a wide variety of meetings, conferences, health fairs and special events; organize and lead multidisciplinary team meetings and social skill groups as necessary; coordinate and participate in workshops for enhancing student work skills; provide community presentations concerning health education, health care access and Program services.

Provide health counseling services to parents, students and District personnel; provide one on one intensive health care resources for families in crisis; assist with staff development by providing information on health issues to Program staff and various community agencies.

Serve as a technical resource in health education; respond to inquiries and provide information concerning Program activities and services to parents, students and District personnel.

Organize dental screenings, follow-ups and clinics for District students; collect and assess medical reports and records as appropriate; evaluate the health of students and home environment as assigned; make referrals to public and private health agencies for continuing care and services; assist pupils and their families by providing follow-through on health and medical recommendations.

Communicate with parents, students, District personnel and a variety of outside agencies to increase resources, exchange information and resolve issues or concerns; coordinate communications between District personnel and community partners.

Prepare and maintain a variety of records and reports related to assigned activities.

Operate a variety of standard office and medical equipment, including a computer and assigned software; operate a vehicle to conduct work.

Perform related duties as assigned.
DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and functions of a health care program.
Resources and programs related to health care.
Health education and counseling techniques.
State guidelines pertaining to health records.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Public speaking techniques.
Policies and objectives of assigned program and activities.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.
First aid and CPR procedures.

ABILITY TO:
Coordinate and participate in Healthy Start activities and services.
Organize and conduct a wide variety of meetings, conferences and special events.
Provide health counseling services to parents, students and District personnel.
Serve as a technical resource in health education.
Operate a computer and assigned software.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Meet schedules and time lines.
Plan and organize work.
Administer first aid and CPR.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor’s degree and college-level course work necessary to complete required credentialing programs and some experience within a school or community-based health setting.
LICENCES AND OTHER REQUIREMENTS:

Valid Pupil Personnel Services Credential.
Valid American Red Cross Community CPR and Standard First Aid Instructor Certificate.
Appropriate health credential.
Valid California Class C driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to travel from site to site.