

## **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.

**LICENSES 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.