

JOB TITLE: **COORDINATOR,
HEALTH AND SOCIAL SERVICES**

REPORTS TO: Evaluating Supervisor: Associate Director, Health and Social Services
Field Supervisor: Associate Director, Health and Social Services

POSITION PURPOSE:

Responsible for the intradepartmental operational management and coordination of the day-to-day activities and the specific details of the school health program, including program design, implementation and evaluation of program goals and objectives. Responsible for management and the supervision of the evaluation staff assigned within the designated programs.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries specific administrative authority to affect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to prior approval by the supervisor of this position.

ESSENTIAL LEADERSHIP QUALITIES:

1. Trust: Develop trust among co-workers through honesty and fairness.
2. Communication: Communicate in an inclusive and collaborative manner.
3. Vision: Lead with vision and follow-through.
4. Personal Qualities: Be respectful, caring and courageous.
5. Management Style: Be visible, humble and a team player.
6. Agency-wide perspective: Be involved in, and supportive of continuous overall improvement of MESD.

ESSENTIAL JOB FUNCTIONS:

1. Submit budget information to Associate Director of Health and Social Services based upon previously established guidelines and priorities and to participate in the continuing budget development.
2. Assist the associate directors in preparing and implementing program/service objectives for the area of responsibility.
3. Work collaboratively with other MESD departments, the Department of Education and Department of Human Services and other community agencies and assist the associate directors to act as a resource for other individuals and partners.
4. Assist the Associate Directors in developing positive work relationships with component school district and agency personnel and to appropriately coordinate and implement student support services and staff development services.
5. Oversee and manage personnel changes, recruit, interview and recommend for hire staff according to district procedures.
6. Supervise and evaluate licensed, certificated, or classified staff in assigned programs and implement performance or progressive discipline principles and plans as needed.
7. Manage collective bargaining contracts within the section according to written administrative guidelines.
8. Maintain satisfactory job attendance record.
9. Use personal safety techniques to avoid exposure and injury to self, students and other staff.

ESSENTIAL PROGRAM FUNCTIONS

1. Plan, implement, coordinate and monitor programs and services within the department and in cooperation with the immediate supervisor of appropriate staff to ensure a comprehensive school health service program.
2. Provide assistance to the Associate Director, Health and Social Services in preparing and implementing department service objectives for resolution and contract services.
3. Manage the purchase and monitoring of department materials and supplies to assure appropriateness of selection to meet student and staff needs.
4. Have current knowledge of statutes and rules relating to the practice of nursing and other health related laws affecting the school age population and give input to the Associate Director regarding any development or modification of these statutes and rules.
5. Observe and supervise the evaluation of the nursing practice of Supervisors, Nurse Consultant, and Registered Nurses in the schools and provide follow up including consultation, recommendations and/or demonstrations of nursing techniques as required.
6. Make recommendations to the Associate Director, Department of School Health Services, regarding assignment of staff, and other personnel matters.
7. Identify and monitor the program Professional Development Plan (PDU's) and identify and authorize inservice, continuing education, or workshops for department staff.
8. Research and seek grant funding activities and manage all grant activities of the department.
9. Attend School Health Services advisory committee meetings and participate as delegated by the Associate Director.
10. Supervise and coordinate activities of temporary employees and volunteers as assigned by the Associate Director.
11. Conduct staff meetings as needed.

OTHER JOB FUNCTIONS:

1. Attend department staff and administrative meetings and community meetings as assigned.
2. Maintain records and prepare reports.
3. Participate with the Associate Director to meet with school district personnel and the school community, as assigned.
4. Serve in a resource capacity to MESD programs and component districts
5. Perform other duties as assigned.

WORKING CONDITIONS:

Work is performed in a wide variety of locations, including office and school environments. May work with high stress student, family, or personnel situations. Involves sitting, walking and attendance at evening and weekend meetings. Requires the use of computers, office equipment and driving personal vehicle.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to objectively evaluate and document staff performance and achievement of program objectives and to be an effective change agent.
- Demonstrated leadership and project organizational skills and the ability to carry out multiple projects as assigned.
- Demonstrated effective human relation skills, which include the ability to listen and accept differing opinions, ability to use negotiation and mediation skills to control conflict.

- Excellent oral and written communication skills.
- Demonstrated computer competencies and willingness to enhance current knowledge base.
- Knowledge and training in providing staff development in a variety of educational and behavioral areas.
- Valid driver's license and own transportation.

EDUCATION AND EXPERIENCE:

- Masters Degree in nursing, management or other health-related field.
- Successful administrative/supervisory experience within the last two years in school health, public health or a related field.
- Minimum of three years experience within the last seven years in school nursing, community health, mental health, or other related field of nursing.
- Hold a valid Oregon license to practice as a registered nurse.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.