

Job Description

TITLE: Health Specialist

QUALIFICATIONS:

- LPN or RN Nursing licensure in State of Illinois—in good standing
- Current Cardiopulmonary Resuscitation program completion
- Current Automatic External Defibrillator program completion
- Competency in use of existing technology
- Physical and TB test within one year of employment
- Fingerprinting

REPORTS TO:

- Health Services Coordinator, Certified (IL type 73) School Nurse
- Certified School Nurse(s) assigned to specific student populations

PERFORMANCE RESPONSIBILITIES:

Nursing Care

- Provides direct professional nursing services, first aid, illness, and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates.
- Administers medication with appropriate parental and physician documentation.
- Participates in maintaining accurate medical records to assure compliance with state mandates including immunization, physical examinations, and medical conditions, and the related archival responsibilities.
- Performs mandated screening procedures for vision and hearing if state certified, or will assist certified vision and hearing screeners as appropriate.
- Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter.
- Provides health services and counseling in an effective and positive manner to enhance the health and wellness of the school community.
- Completes or facilitates completion of accident/incident reports for students and staff.

Communication

- Maintains communication with the Certified School Nurses, building administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the health and safety needs of students.
- Initiates contact with and acts as liaison between home and school to enhance the health and wellness of the school community
- Maintains confidentiality regarding all school and health-related issues.

Organization

- Maintains current electronic log of student visits and ongoing documentation of individual health records.
- Maintains the daily environment of the health office facility and supplies
- Utilizes existing technology effectively in the performance of duties
- Performs other health or school related work as required.

Professional Development

- Maintains contact with a professional nursing organization
- Utilizes continuing education opportunities to enhance professional knowledge
- Participates as an active member of the school community, representing health and wellness

Terms of employment

- Hourly pay in accordance with the Educational Support Personnel
- Contract schedule at a step in consideration of nursing experience

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy and contractual requirements for Educational Support Personnel.