

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Health And Safety Services / Nurse

GENERAL DESCRIPTION

The essential function of the position within the program is to serve as consultant /facilitator for Monroe County Head Start Program. Assist in the identification, coordination, completion of service and evaluation of health problems of enrolled children. Maintain awareness of current health services available in the community and works with physicians and other local health care providers to meet the needs of the enrolled children. Responsible for the coordination of health follow – up services to identified children. Documents all health services that have been provided. Monitors health records at center sites. Administer medical assistance and first aid to students according to district policy. Facilitate Health inspections with maintenance department. Monitor teacher and staff inspections through onsite visits and documentation.

Primary Duties:

Collects and reviews health records on all students, noting significant information, including allergies, medications, illnesses and health conditions; notifies teachers of all significant health problems of students in their classes.

Collects and reviews safety documentation and reports monthly to leadership/management team.

Assesses and evaluates child health records.

Obtains and maintains student immunization records; makes referrals to physicians and/or the Health Department as necessary; coordinates with administrative personnel to resolve noncompliance issues.

Manages school health room; sees ill and injured students on a walk-in basis and handles medical emergencies when on site. Notifies parents or physicians, as necessary, in cases requiring medical attention; summons ambulance if necessary.

Maintains accurate, complete and confidential health records of students using appropriate software.

Coordinates and/or participates in District health screening program; documents screening results; determines if further medical consultation or treatment is necessary or advisable; makes referrals and follows up with individual cases as needed.

Provides case management of students with chronic health conditions based on medical needs during school hours as recommended by the student's physician or parent; provides assessment, intervention and reevaluation of unmet health needs or acute health concerns.

Develops specialized and standardized healthcare plans for students with special medical needs, as well as students with chronic illnesses before a child attends class.

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Serve as consultant to appropriate Head Start staff regarding individual child's health needs; communicate with parents and appropriate staff regarding health status of children with identified health concerns.

Obtain information from other health and education providers and incorporates their recommendations into the health service plans for the Head Start child.

Counsels and educates students about their health problems or conditions, disease prevention, hygiene and health maintenance.

Provides and/or facilitates resources on health instruction, counseling and guidance to parents and staff on subjects such as CPR, first aid, emergency care procedures and special health problems.

Conducts health and safety training to staff during pre-service and throughout the program year.

Administers medication as prescribed by a physician, reports adverse reactions or contraindications to the parent/guardian, physician, Principal, and Nursing Coordinator.

Assist in the prevention and control of communicable disease; looks for conditions which might indicate the presence of communicable diseases; alerts faculty, parents, physicians and public health authorities when necessary.

Assists in identifying suspected child abuse/sexual abuse/neglect and in reporting cases to principal and appropriate agency.

Works with School Counselor/Mental Health and Disabilities Manager to track disabilities referrals and the number of children with disabilities for the program.

Attends or contributes to IEP meetings for students with medical needs; develops individual health plans for students.

Identifies and monitors students with extended illnesses/absences and corresponds with attendance clerk Family Advocate and parent concerning illness/absence.

Coordinates health services for students between school, family physician, hospitals and community agencies.

Researches illnesses and diseases, and consults with other nurses and health care professionals to determine appropriate care at school.

Participates in implementing a system for managing school emergencies in conjunction with district policies and the conduct of actions to prevent both unintentional and intentional injury and/or disease occurrences.

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Compiles data for and prepares various reports and records required by the school, District and other agencies.

Keeps abreast of developments and innovations in the profession; attends training, conferences, workshops or seminars as required to maintain certifications/licenses and to enhance job knowledge and skills.

Provides initial and follow –up screenings (vision, hearing, height and weight) within the first 45 days for enrolled children at the sites. Works in conjunction with site nurses to complete and document initial and follow-up screenings. Document all actions, completion and / or needs of the child.

Identifies children in need of a dental exam, cleaning and topical fluoride treatment within the first 90 days of school. Identifies and communicate with parents regarding follow up treatment needs as appropriate.

Maintain cooperative working relationships with physicians, dentist and other local health care providers in order to provide optimal healthcare for enrolled children.

Refers parents/child to appropriate community services for identified health/mental health needs and document all such referrals. Review nutrition information forms and make referrals to dietitian as needed.

Administers first-aid or other emergency care as necessary when on site.

Review and updates child medical records for completion, follow –up and /or current compliance every 30 days.

Review, update the Health Information in Child Plus.

Conduct a monthly review with Family Advocates to coordinate health plans and communicate progress.

Conduct health education training for children in the classroom, families and staff.

May conduct Health Summary with parents, including clarifying results of screening, interpreting screening results to parents, and making appropriate referrals and appointments.

Will serve as a member of SHAC (School Health Advisor Council).

Assist in the prevention and control of communicable disease.

Keep knowledge on current health field status and communicates to Head Start parents and staff as problems or needs arise.

Meet with Leadership Team Monthly and provide updates.

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Maintain first-aid, vision, audiology, height and weight scale and other health related materials in proper order and amounts.

Determines which nursing tasks can be safely delegated when needed, and then delegates, trains and supervises appropriate staff; reviews and maintains current and accurate list of all staff who are CPR-, Medication-, First Aid-, and Crisis Manager-certified, and posts as required.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data.

Receives and responds to inquiries, concerns and complaints from staff, parents, medical personnel, regarding nursing services and safety concerns.

Conducts health and safety screeners and inspections of the facilities, classrooms, and playgrounds within the first 45 days of start of school.

Ensures that Staff receive necessary services offered both by the program and outside organizations.

Provides prevention and/or early identification on staff mental health concerns.

Coordinates with Disabilities & Mental Health Manager/School Counselor to develop and lead staff professional development with regards to mental health practices and services.

Meet with Leadership Team Monthly and provide an updates. Participates in weekly site meetings.

Write Corrective Action Plans when it is necessary to alter, change or establish new practices.

Update Annual Report with current data to support the necessity and fidelity of the program grant.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

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Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads journals and manuals; prepares specialized reports and business letters using proper format and grammar; speaks to groups of coworkers, students and people outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

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Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

LPN required

Bachelor’s or Associate’s degree in nursing BSN or RN preferred.

Requires a valid State of Florida driver’s license.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Must be licensed to practice nursing in the state of Florida; shall be currently certified in CPR and first aid by a nationally recognized certifying agency.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires two years of experience in community health, pediatrics or school nursing.

Bilingual ability is preferred.

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AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to disease/pathogens.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Supervisor/Coordinator Early Childhood

Supervises:

N/A

PAY GRADE: From: HS006 To: HS006

Number of Months: 10 Number of Days: 196 Hours: 8

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 11/16/21