



POSITION ANNOUNCEMENT
SCHOOL BASED HEALTH CENTER PROGRAM COORDINATOR

Department: Administration
Status: Full Time

Date: June 20, 2018

POSITION SUMMARY:

The SBHC Coordinator is responsible for the overall management and implementation of the school-based health center programs throughout the service area. The SBHC Coordinator works with program staff, education specialists/therapists, school administrators, medical and administrative CareSouth staff, and teachers to implement and manage the operational flow that contributes to continued growth of the school-based health center program and CareSouth.

REQUIREMENTS:

1. Bachelor of Science. Bachelor of Science in Nursing is preferred.
2. Excellent oral and written communication skills.
3. School-based health experience preferred.
4. Ability to work well independently with excellent decision-making and problem-solving skills.
5. Ability to work well with a multi- disciplinary healthcare team.
6. Ability to maintain collaborative relationships with staff, school administrators, students, families and community leaders.
7. Hands-on computer operations experience; specifically, electronic health records.
8. Current CPR certification is required.
9. Minimum of two years of experience working in a school based or medical office.

RESPONSIBILITIES:

1. Work collaboratively with school administration, staff, students, families and community resources to deliver primary and preventive health care to students on school campuses.
2. Develop and maintain professional relationships with the school staff, FQHC staff, students and their families.
3. Coordinate all referrals for school based services.
4. Establish Memorandums of Understanding (MOU) with community resources for coordination of services.
5. Establish and maintain relationships with the area medical community.
6. Primary contact for all SBHC issues.
7. Responsible for accurate day to day operations of the SBHC clinics making sure all required documentation is maintained, electronic health records are accurate and updated regularly.
8. Establish community relations.

9. Knowledgeable of school based health Principals, Standards and Guidelines; school based health Policy and Procedures; Nursing Protocol; School based health forms and documents.
10. Develop and maintain policies, procedures and guidelines for CareSouth School-based Health program
11. Provide training for SBHC staff, school staff and the community as required.
12. Participate in staff meetings and supervision as required by CEO/CAO.
13. Coordinate the annual review and update of SBHC policy.
14. Coordinate staffing for the school based health center, responsible for staff scheduling.
15. Works professionally as a team member in conjunction with the dental staff responsible for policies, other department employees and center.
16. Operates within the guidelines established by departmental a Center policies and procedures.
17. Employee demonstrates knowledge of and adheres to proper chain of command.
18. Participates in CQI activities.
19. Keeps appropriate individuals aware of issues, changes to and/or pertinent problems. Advises appropriate staff of situations requiring follow-up attention.
20. Suggests practical solutions in response to changing regulations and customer, department needs.

APPLICATION PROCEDURE:

Please submit a completed employment application found at www.caresouth.org/jobs or the HR office, resume, and credentials via email to jobs@caresouth.org or deliver to the HR office. CareSouth is an EOE.

CLOSING: Monday, July 2, 2018 or until filled.