

Job Title: **BASE Health Coordinator**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **January 2017**

Job Code: **3009**
 FLSA Status: **Ex – P**
 Pay Range: **L 05**
 Work Year: **12 months**

SUMMARY: Responsible for overseeing health services in the Before and After School Enrichment (BASE) program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide training, delegation, and monitoring of medication administration to identified staff and student health procedures that are necessary to support student health needs in the BASE setting according to district policy, state rules and regulations, and Board of Nursing requirements. Knowledge of medication administration policies and delegation practices required.	D	30%
2. Collaborate with parents, health providers, and district staff to develop, implement, and review individualized student health plans and/or Section 504 accommodations appropriate to the BASE setting for those students identified with significant health concerns including acute, chronic, or life threatening conditions.	D	20%
3. Maintain records of staff training and delegation. Maintain records of Section 504 accommodations for BASE programs according to the federal/district policies and guidelines.	D	10%
4. Collaborate with others to fulfill responsibilities related to the district, regional and state goals and priorities. Serve as a health liaison, maintain ongoing communication, and be able to resolve conflict with parents, staff, administrators, school staff, and community agencies to support students' health and academic performance.	D	10%
5. Maintain certification in Qualified Basic Life Supporter Provider, CPR/AED/First Aid/Universal Precautions. Instruct and train BASE staff on basic life support and CPR/AED/First Aid/Universal Precautions for infants, children, and adults.	M	10%
6. Ensure FERPA/HIPPA confidentiality requirements are met.	D	5%
7. Provide direct health services for the student when appropriate.	M	5%
8. On call for BASE for situations that need immediate attention. Schedule may vary.	D	5%
9. Perform other duties as assigned.	M	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree from an accredited college or university in nursing.
- Minimum of three (3) years of experience in school nursing in a childcare setting, preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among school locations.
- Colorado Department of Education School Nurse K-12 preferred (Preschool-21 years of age)
- Licensed Registered Nurse
- Certification in Qualified Basic Life Supporter Provider, CPR/AED/First Aid/Universal Precautions required within 3 months after hire.
- Active member of Qualistar preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.

- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Specific knowledge of current theory, research and practices related to health care for school aged children and youth, principles and practices of community health, basic health (physical, social, emotional) assessment skills, basic health teaching skills, counseling and consultation, legal rights for children with special health needs.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Excellent interpersonal relations skills.
- Strong oral and written communication skills.
- Strong decision making, problem solving, analytical, and organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	BASE Operations Manager	3002

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				
Walk				
Sit				
Use hands to finger, handle or feel				
Reach with hands and arms				
Climb or balance				
Stoop, kneel, crouch, or crawl				
Talk				
Hear				
Taste				
Smell				

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

MENTAL FUNCTIONS:	Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				
Analyze				
Communicate				
Copy				
Coordinate				
Instruct				
Compute				
Synthesize				
Evaluate				
Interpersonal Skills				
Compile				
Negotiate				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	