

Summary: Provides health care services to children. Under limited supervision, administers medical assistance and first aid to children according to school health program procedures prescribed by the OCAB CAA Inc. and by DHHS Performance Standards.

DESCRIPTION OF DUTIES

- Plans school health program in cooperation with medical authority and administrative school personnel.
- Coordinates, implements and supervises a comprehensive health service program for all children enrolled.
- Participates in health screenings and reviews findings to evaluate health status of children and progress of program.
- Promotes health and safety practices in the program and coordinate safety and sanitation procedures, first aid, and emergency medical procedures.
- Determine child health status as quickly as possible, but no later than 90 calendar days from the child's entry into the program.
- Administers medication, provides first aid, and maintains health records of children.
- Coordinate health services and home visits for expecting mothers.
- Make timely and appropriate referrals for children with suspected or diagnosed health, nutrition or disability concerns to community agencies and professionals as appropriate.
- Assist with the Health Service Advisory Committee and advise the program in planning, operation and evaluation of the Health Services for children.
- Assist with CACFP records and cycle menus which meet USDA and Head Start guidelines.
- Assists in program for care of disabled children.
- Monitors children for health problems, including lice infestation, elevated blood sugar levels, etc., and unmet health needs.
- Orders and maintains inventory of health room supplies and equipment.
- Compiles data and prepares various reports and records required by the school district, and Head Start.
- Provide training for parent and staff in the health service area. Promote Parent Involvement in all aspects of the health program.
- Keeps informed of developments and innovations in the profession; attends training, conferences, workshops, seminars, etc., to enhance job knowledge and skills.
- Perform other duties as assigned.

QUALIFICATION

- Associates degree (AA) or Bachelor degree (BSN).
- Minimum of two years nursing experience.
- SC Registered Nursing Licensure.
- Must possess Cardio Pulmonary Resuscitation (CPR) certificate.

Experience Requirements:

- Must have at least two years of work experience as a Registered Nurse.
- Must have knowledge in the use of a variety of medical instruments and equipment, such as a blood pressure cuff, stethoscope, otoscope, thermometer, nebulizer, audiometer, glucometer, etc.

- Should have knowledge of basic computer operations and functions, use of Microsoft Office applications and the Internet, and skill in the use of general office equipment such as printer, calculator, word processor, copier, fax, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

WORK PLACE EXPECTATIONS:

1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
Have regular and punctual attendance.