



## HEALTH COORDINATOR

**OUR MISSION:** Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

**ABOUT US:** Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

**JOB SUMMARY:** The health coordinator functions across divisions to address the health care needs of students. He/she/they collaborates closely with the divisional assistants to provide care to students experiencing illness or injury while on campus, may monitor and dispense routine medications, make referrals to outside providers, administer first aid, or stabilize a child until emergency services arrive. The coordinator plays an important role in the Residential Life Program and works with the director to manage dorm students' medical conditions, communicating as needed with families and providers, filling prescriptions, and arranging transportation to medical appointments. Maintenance of student health records, management of medical supplies, and support for off campus trips round out this role's portfolio of duties.. The successful candidate will be tech savvy, possess excellent interpersonal and intercultural communication skills, and project a calm, reassuring demeanor. Reports directly to the health director and director of facilities. COVID-19 vaccine required by Sept 1.

This is a full-time, non-exempt, hourly, academic year, staff position that comes with a competitive pay and benefits package including but not limited to paid sick leave and holidays, health insurance, 403(b) retirement plan with generous employer match, tuition remission for up to two admissions eligible children (contingent on availability), abundant professional development opportunities, and one excellent meal daily in the Dining Hall (when it reopens). For more details visit [The OES Benefits Guide](#).

### **ESSENTIAL DUTIES:**

#### ***Lower, Middle, and Upper School Divisions (820 students)***

- Provide physical and mental health care to all students, communicate around individual health issues with parents, faculty, coaches, trip leaders and staff. Identify at-risk students and coordinate development of plans for school safety and increased participation at school for those students.
- Assess student illnesses and injuries and contact parents or emergency services as appropriate. If needed, monitor and dispense students' medications. Treat illnesses such as fevers, colds, stomach aches and administer first aid and wound care to injured students. Respond to campus health emergencies (only) for employees and visitors.
- Maintain and update confidential student health records in Magnus database: document medical information clearly, accurately, and legally; perform routine audits of files for missing information, and meet school, state, and DHS

- requirements. Collect and upload information on immunizations to OHA. Coordinate collection of annual health forms with division assistants.
- Provide education to faculty and staff on specialized needs for students (i.e. students with a history of seizures, diabetes, asthma, or a heart condition).
  - Engage in communicable disease tracing and appropriate reporting.
  - Organize routine screenings in the Lower School for vision and hearing.

### ***Residential Life Program/ Dorm Students (60 students)***

- Using Magnus database, manage dorm students' medical conditions, both chronic and emergent; communicate with appropriate constituencies as needed (parents, advisors, dorm parents, the US counselor, US division head, etc.).
- Coordinate management of illness outbreaks in the dorms. Update attendance and monitor ill dorm students.
- Assist in refilling prescriptions, manage health insurance claims and scheduling medical appointments for dorm students.
- Arrange transportation to medical appointments and attend appointments when necessary.

### **Trip Planning for Individual Students (all divisions)**

- Assist with planning for field trips, summer programs including camps and outdoor trips. Download Magnus files and review with trip leaders.

### **Medical Supplies (all divisions)**

- Ensure supplies are available for illness treatment and wound care when not available. Keep materials and first aid supplies stocked in health care rooms for the dorm office and each of the three divisions, as well as pertinent classrooms (art classrooms, science labs, etc). Dispose of expired medications.

### **MINIMUM QUALIFICATIONS:**

- First aid and emergency training
- Two years' experience working directly with patients in a healthcare setting or emergency responder or similar role
- Two years' college or combination of training and experience
- IT skills: general digital literacy, intermediate to advanced database/ information system skills, MS Office Suite, web applications including Google Suite, video conferencing apps, ability to learn and adapt as digital tools evolve
- Intercultural competency, demonstrated experience and skill in working with students from diverse ethnic, gender, socioeconomic, and educational backgrounds and a demonstrated commitment to diversity and inclusion
- Ability to pass a criminal background check and drug screen
- Documentation of Covid-19 Vaccine

### **PREFERRED QUALIFICATIONS:**

- RN, EMT or equivalent experience
- Magnus or similar information system experience
- Experience providing health care in a school setting

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of legal standards of compliance for private schools under state and federal laws, ability to maintain appropriate confidentiality
- Interpersonal skills, ability to contribute to strong and positive connections with students, ability to maintain collegial, collaborative, relationships with colleagues
- Verbal and written communication skills, ability to communicate complex information about students in a respectful and clear manner

- Organizational skills, ability to manage a broad scope of duties across a large campus with multiple divisions

**PHYSICAL REQUIREMENTS:**

- Primarily classroom and office environment, some sitting at a computer and keyboarding
- Mobility sufficient to move about the campus frequently in all weather conditions, includes climbing stairs, ability to stand for moderate periods
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly
- Ability to lift and carry up to 20 pounds on a frequent basis

**COMPENSATION:** Starts at \$32 to \$35 per hour depending on experience, plus benefits.

**APPLICATION INSTRUCTIONS:**

- Visit [www.oes.edu/careers](http://www.oes.edu/careers) to learn more about the School.
- Fill out the [OES Health Coordinator Application](#) and attach a resume and cover letter.

**NOTE FOR INTERNAL CANDIDATES:** Login to the payroll system as normal, search for *My Career*, then select *Search for Jobs*. This brings up a menu of all open positions allowing you to apply easily from there

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