

**CLASSIFIED PERSONNEL
JOB DESCRIPTION**

POSITION TITLE: Health Services Liaison

QUALIFICATIONS: Shall have a working knowledge of computers.
Shall communicate effectively both orally and in writing.
Shall have demonstrated people skills to indicate the ability to function in a team-oriented environment.
Shall exhibit knowledge of community resources.
Shall have experience in serving culturally diverse and low-income families.
Shall possess a high school diploma or GED.

REPORTS TO: Director of Staff and Student Services

PHYSICAL QUALIFICATIONS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

GENERAL DUTIES: Shall be responsible for managing, planning, implementing and evaluating a comprehensive school based health care program for students and families.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth by the supervisor.
Shall have a willingness to cooperate with the students, family, community partner and staff.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall help assess and promote students' health.
Shall ensure access or referrals to primary health care services.
Shall assist in preventing and controlling the spread of diseases.
Shall review all student health records for accuracy and compliance with state laws.
Shall determine if each student has ongoing accessible health care and assist families who do not.
Shall provide support to ensure each student has physical, immunization and care when ill.
Shall develop a plan to track and facilitate care for students needing treatment.
Shall work with community partners to coordinate on-site health care services.
Shall serve as an advocate for student health and a liaison to the health community.
Shall ensure effective two-way comprehensive communication with parents.
Shall establish and maintain efficient and effective record-keeping to provide accurate and timely information.
Shall report program operations in order to maintain quality and program accountability.
Shall provide parents with specific health needs of their individual child.
Shall assist in program self-assessment.
Shall assist parents in enrolling and participating in a system of on-going family health care.
Shall assist parents in enrolling and participating in a system of on-going family and dental health care process.
Shall assist in providing opportunities for families to participate in counseling programs or receive information on mental health issues.
Shall provide follow-up with each family to determine kind, quality, and timelines of services received.
Shall obtain or arrange for further diagnostic testing, examination and treatment for each child with an observable, known or suspected health or developmental delay.
Shall attend all necessary training designed to help build relationships among staff and to assist in acquiring/increasing knowledge and skills needed to fulfill job responsibilities.
Shall perform any other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT: 260 days (8 hours per day)

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule for Program Liaison.

Approved: 06/27/2016