



**JOB DESCRIPTION**  
**Health Services Specialist**



<b>Reports to:</b>	Assistant Superintendent of Student Services	<b>Employment Group / Salary Range:</b>	Confidential
<b>Dept:</b>	Student Services	<b>FLSA:</b>	Non-exempt
<b>Annual Work Days:</b>	261	<b>Formal Review Date: Board Approval Date:</b>	8/15/23 9/11/23

**PRIMARY FUNCTIONS**

Under general supervision, provides leadership and support responsibility for mitigating risks associated with the control of infectious diseases that may impact the safety, health and well-being of students and staff. The Health Services Specialist serves as the District’s primary liaison between the school district and County Public Health to facilitate contact tracing, community-wide transmission and testing. Works directly with the Superintendent, Administrative Cabinet and other members of the District’s management team to coordinate communication, training and educational programming related to health awareness; and performs related duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input to the Superintendent, Administrative Cabinet and other members of the District’s management team on the development, implementation and monitoring of District infectious disease prevention, control and mitigation plans.
- Assists in ensuring compliance with various local, state and federal regulations regarding infectious disease and pandemic laws, regulations and education code around health policies and procedures.
- Stays abreast of current health guidelines from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH).
- Prepares and maintains manuals, procedures, reports and files related to infectious disease outbreaks including COVID-19-related reporting.
- Acts as District liaison to the County Public Health Department for testing and contact tracing per their protocols; directly reports communicable and infectious diseases to County Public Health (notifications and guidance); communicates with appropriate staff when a staff member/student is cleared to return to work after exposure.
- Submits monthly quality control logs to the state for test kits to ensure compliance with state testing requirements.
- Participates in identifying and sourcing health equipment, supplies and personal protective equipment (PPE), sanitation products, and other materials required to mitigate the spread of infectious diseases within the District and community.

- Oversees the inventorying, ordering, secure storage and distribution of medical equipment and supplies.
- Oversees the safe and legal handling and disposal of hazardous waste, chemicals and biological materials.
- Schedules and oversees audiometer calibrations and other equipment maintenance.
- Oversees and ensures accurate billing and reimbursements for District services including managing and updating SEIS (Non-IEP) platform for private insurers and Medi-Cal billing providers, working with the county and Department of Health Care Services to ensure compliance with Medi-Cal billing and SMAA sister programs to maintain eligibility for funding/reimbursement and vision screening billing.
- Reviews and processes invoices for health department.
- Collects payment and coordinates TB skin tests for staff members and volunteers.
- Reviews and coordinates health services with external contract service providers as needed and provides necessary direction and guidance; maintains vendor staff lists and approves the ordering, shipment, and administration of health supplies/testing using established District protocols and spending limits.
- Updates Time Participant Survey List for health staff assignments for Medical Billing Compliance.
- Coordinates and/or delivers a variety of health department-related programs and trainings, Narcan distribution and use trainings, Tobacco Use Prevention Education Program (TUPE) coordination, BinaxNOW COVID Rapid Antigen Training, Primary Health Information System Training and immunization clinics for preventative and required immunizations for enrollment.
- Coordinate trainings and continuing education opportunities for Health department and District staff including CPR Training/health trainings.
- Works with the District's Grants and Communications Coordinator to develop informational materials for students, staff and parents.
- Maintains a variety of records and prepares reports including Health Staff reports (vision and hearing), Monthly Student Information (SINF) Report for Medi-Cal billing eligibility, and Quarterly School-Based Medical Admin Activities (SMAA) Report for Determining Eligibility.
- Serves on committees and may represent the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Coordinates coverage for Health staff absences.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

An AA degree and three years of experience working in public education, public health or a medical field; or an equivalent combination of training and experience. A bachelor's degree is preferred.

**Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

**KNOWLEDGE, SKILLS AND ABILITIES****Knowledge of:**

- Health office and related medical practices, terminology, procedures and equipment.
- Clean and sterile treatment techniques.
- District rules, regulations and requirements related to student health and school nursing.
- Applicable laws, codes, regulations, policies and procedures including HIPAA and health guidelines and regulations issued by the Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), and the Occupational Safety and Health Administration (OSHA).
- District policies and state regulations concerning immunization of school-aged children.
- Universal health precautions, proper techniques for handling and disposing of hazardous materials.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Safety policies and safe work practices applicable to the work being performed.
- Principles, practices, concepts and techniques used in student health services.
- District rules, regulations and requirements related to student health services.
- Legal requirements for the appropriate use and retention of confidential student and employee records.

**Skills and Abilities to:**

- Plan, coordinate and implement health-related trainings, in-services and programs to prevent the spread of infectious disease.
- Analyze programs, policies and operational needs and make sound recommendations on public health issues, training and implementation needs.
- Work collaboratively with interdisciplinary team members, outside agencies and health service providers.
- Prepare medical billing and reimbursement reports.
- Prepare and ensure compliance with federal, state, county and local health-related reporting and data tracking requirements.
- Explain, understand and adhere to infectious disease and COVID-19 protocols and state and county guidance.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

- Communicate effectively orally and in writing, make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with public agencies, school staff, students and community stakeholders.
- Use tact, diplomacy and acumen in dealing with highly sensitive and confidential issues.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Operate a vehicle in order to travel throughout the District.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning to calculate drug doses; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works under typical health clinic conditions, including laboratory conditions. Employees work with blood-borne pathogens, bodily fluids and medical waste materials and are subject to exposure to communicable disease. The noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name Printed*