

HEALTH SERVICES COORDINATOR

Classification: Administrative – Non School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position coordinates and supports the implementation and daily operations of district health services, ensuring equitable access to resources that promote student well-being. The Health Services Coordinator supports aligning health-related programs within an integrated system of care, collaborates with district departments and community partners, and serves as a key liaison to support coordinated service delivery. The role includes oversight and coordination of the district's School Medicaid Program, including supporting compliant billing practices, monitoring documentation and reporting requirements, providing training and technical assistance to staff, and maximizing reimbursement opportunities in alignment with state and federal regulations. Additional responsibilities include guiding staff and volunteers, supporting program budgets and resource management, maintaining accurate records and data systems, and advancing best practices in school health services by assessing needs, strengthening access to supports, and fostering a safe, welcoming, and inclusive environment where student health and wellness are recognized as essential to learning and success.

Part II: Supervision and Controls over the Work:

Works under the supervision of a district administrator. Responsible for being knowledgeable with district policies and procedures and state statutes and guidelines that govern program operations.

Part III: Major Duties and Responsibilities:

Medicaid

- Ensuring compliance with state and federal requirements, including review of documentation submitted by school providers of the district's Medicaid program.

- Support assigned Medicaid providers to ensure alignment with district policies and achievement of program goals.
- Collaborate with district staff, site administrators, and external partners to ensure effective program implementation and compliance.
- Collect, analyze, and report program data (e.g., audits, compliance reports, budget data) to monitor performance, ensure accountability, and inform decision-making.
- Develop, implement, and maintain Medicaid program policies, procedures, and staff guidance; verify and monitor student eligibility.
- Plan and deliver training and technical assistance to staff on Medicaid-compliant health and behavioral service documentation and practices.
- Maintain accurate and organized records and documentation to meet audit, reporting, and compliance requirements.
- Monitor changes in regulations and best practices to ensure ongoing program compliance and continuous improvement.
- Respond to inquiries, resolve issues, and provide guidance related to Medicaid program operations.
- Serve as a resource to staff and stakeholders by providing information, support, and guidance related to program implementation and services.
- Drafts and shares communication regarding health services to a relevant audience.
- Assist department administrators with training, grant applications, presentations, and any other pertinent messaging to communicate program expectations and its effectiveness.
- Performs other duties as assigned.

Nursing and other Health Services

- Support the process for nursing coverage and communication to schools.
- Support the process for tracking immunization records. Communicate with families as appropriate to notify of the need for updated immunization records.
- Support the process for acquiring nursing services for students between NCSD and ESD or other contracted agencies.
- Coordinate the process between schools and partner agencies for student Vision Screening.

Arrange for volunteers for each school as needed.

- Coordinate the process between schools and district partner agencies for Oral Health Screening for students. Arrange for volunteers for each school as needed.
- Perform other related duties as assigned to support the effective operation of the department.

Part IV: Minimum Qualifications:

Education & Experience

- Completion of a post-secondary degree preferably in an educational, social services, or medical field. At the discretion of the District, highly related and comparable experience in excess of that required below may be substituted for all or part of the two years of college/university education.
- Three (3) years of experience in a school health room, can be substituted by two (2) years as a school assistant/secretary, or relevant and comparable experience in a healthcare setting.
- Strong technology, analytical skills and the ability to develop written communications to effectively and efficiently communicate complex information.
- Knowledge of general office communication procedures including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
- Ability to maintain confidentiality in all matters.
- Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.
- Ability to present self as a forward thinker, energetic, motivated, creative, organized, relationship builder, and a leader.
- Demonstrate skills in program building, critical thinking, verbal and written communication, computer and web-based programs.

- CPR and First Aid Certification.

Part V: Desired Qualifications:

- Bilingual and bicultural skills

Part VI: Physical and Environmental Requirements of the Position:

- The physical demands and work environment described here 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.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues.
- The employee may be exposed to infectious disease as carried by students and exposed to student noise and learning resource noise levels.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.