

CLASS TITLE: Health Services Specialist - Migrant Education

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To coordinate and facilitate the provision of health care services for students enrolled in Migrant Education Programs and their families and to provide health care information and resources as needed.

DISTINGUISHING CHARACTERISTICS

The Health Services Specialist requires organizational skills and technical knowledge in the health care field and requires knowledge of Migrant Education program performance standards, activities and operations. Employees in this class receive limited supervision within a framework of standard policies and procedures. This class may direct and monitor the work of others.

ESSENTIAL AND TYPICAL DUTIES

Monitors and participates in obtaining, updating and assessing of individual health information for the students enrolled in Migrant Education Programs; ensuring established dental/medical requirements are met and verified

Develops individual treatment plans for students; reviewing and evaluating individual health information, making referrals, and monitoring progress; works with parents, family services staff and teachers to assure follow-up health services are provided

Plans, coordinates, oversees and administers health screening tests; evaluating results for referral, providing parents with results; conducts re-screenings with students who do not pass initial vision and/or hearing screen

Ensures all health-related services and referrals are recorded in files of enrolled students; provides status reports on a timely basis or as designated by program

Maintains health information for students including, but not limited to, recording/charting and monitoring student health status and filing; uses data system, designated for Migrant Education, to enter and maintain health-tracking processes

Participates in the development of health education curriculum for students and assists in the recruitment of health care providers

Maintains health supplies in good condition; ordering and distributing materials as identified and approved

Serves as on-site medical resource; evaluating illness or injury, administering first aid and routine health care to ill or injured students, identifying communicable diseases, completing appropriate reports, contacting parents, and checking on follow-up care; reviews site activities including medication administration

Participates in advisory councils, health related boards, case(1)-2 ( u (ju)2 (r)5 7(a)4)-4(es)-5 w70e wtrht

Effectively plan and organize work activities

Effectively interpret and apply Migrant Education program provisions and requirements

Work closely with families of diverse cultural, racial and ethnic backgrounds

Effectively communicate in both oral and written forms

Establish and maintain records and files related to assigned functions including data entry, retrieval, analysis and reporting

Maintain confidentiality in regards to the health records of students

Prepare reports and correspondence

Operate standard office equipment including a desktop computer

Keyboard accurately at a rate of 40-50 words per minute