Title: **Coordinator of Comprehensive Care Clinic** Pay Grade: 305
Reports to: Director of Student Health Services FLSA: Exempt
Department: Student Health Services Length of Assignment: 226 days

Summary

Implement, direct, manage, and coordinate the district's school-based health clinic under the direction of the Director of Student Health Services. Create a clinic environment that is conducive to developing healthy and productive students. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Practice within the defined limits of the Texas Nurse Practice Act, the American Nurses Association Standards of Clinical Nursing Practice, the Standards of School Nursing Practice of the National Association of School Nurses, and the Principles for School-Based Health Care.
2. In collaboration with the medical staff, establish a medical home for each child without a designated primary care physician, to include a maintained medical record, health plan, and referral to specialty clinics.
3. Coordinate and manage the delivery of medical and mental health services by collaborating with YISD contracted providers to ensure the needs of enrolled students are effectively met.
4. Display initiative, motivation, and aptitude for managing the Comprehensive Care Center. Develop and maintain a positive working environment in the Comprehensive Care Clinic.
5. Prepare and maintain an annual budget for the Comprehensive Care Center based on service needs and priorities of clients.
6. Prepare and maintain complete and accurate records/reports as required by Health Services, administrative regulations, district policy, and state and federal agencies.
7. Recommend appropriate school-based protocols; provide consultation and educational information to parents, teachers, school nurses, and other school staff upon request.
8. Facilitate the provision of classes that promote family, social, psychological, and physical well-being.
9. Hold meetings as needed with medical providers, psychiatrists, licensed professional counselors (LPCs), and clinic staff to discuss protocols, procedures, clinic needs, and caseload issues.
10. Supervise and provide ongoing and annual evaluations of clinic staff.
11. Develop and maintain an active public relations posture with student/family clients, employees, the community, and professional organizations.
12. Act as liaison between the center and community healthcare providers through the development of professional public relations.
13. Administer immunizations, draw blood, and collect specimens as ordered by physicians.
14. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.

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2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Registered Nurse; Bachelor of Science in Nursing or Registered Nurse with a minimum of three (3) years of management experience. Current licensure as a registered nurse with the Texas State Board of Nurse Examiners. Current certifications: cardio-pulmonary resuscitation/automated external defibrillator (CPR/AED) and vision screening. Must possess good organizational, communication, public relations, and interpersonal skills.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional prolonged and irregular hours. Frequent standing, walking, lifting/lowering, carrying, bending, crouching, and reaching above/below; pushing and/or pulling weights in excess of 45 pounds (actual force varies dependent upon the grade/size of the person); repetitive hand-wrist and elbow motions; exposure to blood, bacteria, viruses, and communicable diseases. Possess a valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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