

JOB DESCRIPTION

DEPARTMENT: INSTRUCTIONAL SUPPORT SERVICES

JOB TITLE: BRIGHT FUTURES HEALTH LITERACY
COORDINATOR (Hawthorne School)
(One-year assignment)

REQUIREMENTS:

- A. Education Level:** Bachelor's degree in nursing or social work
A valid South Dakota RN or Social Work license
- B. Experience Desired:** One-three years experience in the health or social services field. Experience in working with children and parents from diverse social and cultural backgrounds is desirable. Pediatrics and mental health experience desirable.
- C. Physical Requirements:** Must be able to lift up to 35 pounds intermittently during an eight hour day. Requires constant hearing, hand-eye and mind-eye coordination; intermittent speaking and walking. Requires frequent keyboarding, repetitive motions with the wrists, hands, and fingers. Standing, turning, and stooping are required.
- D. Other Requirements:** Creative interest in developing health literacy materials and teaching tools to match the diverse population health needs at this school

REPORTS TO: Health Services Supervisor

RECEIVES GUIDANCE FROM: Principal, Assistant Principal, Special Education and Head-start Administrators, School-based Health Committee

DATE: May, 2007

ESSENTIAL FUNCTIONS AND DUTIES:

1. Develops program plans to meet the objectives established for the Bright Futures Health Literacy program.
2. Serves as a member of the BASE committee to determine client needs and services and determine referrals and follow-up.
3. Designs, promotes and maintains health literacy literature to be available to parents, children and staff.

4. Provides one to one teaching sessions for children and adults on the topics of safety, immunizations, mental health, dental health, nutrition, physical activity.
5. Provides orientation to teachers, social workers, counselors and other school staff on the purpose of the Bright Futures program.
6. Develops community linkages with medical clinics, community health and other social and health-related agencies to promote access for the children and parents of Hawthorne school
7. Maintains a focus on prevention of illness (diseases) and promotion of mental and physical health.
8. Supports the role of the school nurse and mental health providers within this school setting.
9. Facilitates referrals of students and parents to appropriate district and community services.
10. Participates in ongoing professional growth.
11. Trains and supervises clerical staff.
12. Maintains and assures confidentiality of information.
13. Complies with school district policies and operating procedures.
14. Performs other duties as assigned as supported by the Wellmark/Bright Futures grant.

WORKING CONDITIONS:

A. <u>Inside</u>	<u>Outside</u>	<u>Both</u> <u>XXX</u>
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B. Climatic Environment:

- Often wears gloves as a protective device.
- Occasionally subjected to cold below 32 degrees and heat above 100 degrees.
- Occasionally subjected to fumes, odors, dusts, mists, and gases
- Occasionally subjected to extreme noises

C. Hazards:

- Occasionally subjected to mechanical, electrical, and burn hazards.
- Occasionally must wear protective clothing devices.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name