

## Health and Wellness Facilitator

<b>Title</b>	Health and Wellness Facilitator
<b>Purpose</b>	The Facilitator of Health Services will provide services as stated in the School Nurse Job Description, as well as serving as a liaison between the district and outside health agencies. The Facilitator is responsible for gathering information from these agencies and advising the Superintendent (or designee) on matters related to the health and well-being of students and staff.
<b>Supervision</b>	District and Building Administration
<b>Evaluated By</b>	District Administration or Designee
<b>Qualifications</b>	The Facilitator of Health Services will be a graduate of a school of professional nursing and will hold a current Kansas registered nurse license.
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>● Demonstrate effective public relations skills necessary for the successful implementation of programs, the coordination of committees, and to maintain productive relationships with colleagues, school personnel, parents, community resources, other health professionals, and students to ensure a quality district health program.</li> </ul>
<b>Professional Duties</b>	<p style="text-align: center;"><b>Leadership, Oversight, and Policy</b></p> <ul style="list-style-type: none"> <li>● Is responsible for guiding the district and school nurses who promote effective school health policies, practices, and programs, as well as proper protocols for addressing health-related matters.</li> <li>● Serve as the contact person and advisor to members of the leadership team and school nurses in all cases where a student or staff member is suspected of a disease that affects public health.</li> </ul>

- Work with the superintendent (or designee) to update school health-related policies and handbooks.
- Co-lead the Health and Wellness Committee.

### **Program Compliance, Public Health, and Data Management**

- Organize, maintain, and report data and information related to health services in order to comply with all state mandates and local policy.
- Coordinate with student information system staff to ensure necessary documentation and reporting are in place.
- Educate nursing staff and administration regarding required immunizations.
- Maintain effective processes and practices related to immunizations.
- Work with community agencies that provide immunizations and immunization records.
- Facilitate compliance with required health screenings, including dental, vision, and hearing.
- Assist with student enrollment procedures, including providing current health forms to ensure proper documentation.

### **Staffing, Human Resources, and Coverage**

- Coordinate with Human Resources for the advertising and hiring of health assistants and nurses.
- Communicate with Human Resources and nursing staff regarding nurse substitutes and daily coverage.
- Monitor licence requirements and compliance for CNA's, LPN's and those professionals working under RN licences.

### **Professional Development and Training**

- Train nurses and collaborate with the nurse team regarding state and district health-related policies and requirements. Including stock medications and crisis response plans.
- Organize and/or conduct staff development and in-service activities to ensure high standards of care among nurses and health assistants.

- Provide training to various district departments regarding seizure first aid, emergency medications, and medication administration.
- Coordinate with school crisis teams, District Law Enforcement, and EMTs for planning and managing active crises.
- Facilitate Cardiopulmonary Resuscitation and Basic Life Support (BLS) training or other medical needs training (e.g., seizures).

### **Resources, Grants, and Operational Support**

- Communicate needs and submit requests for materials and equipment to implement an effective school health program.
- Research and present grant opportunities.
- Collaborate with the administration regarding student health and human growth and development instruction.

### **Additional Responsibilities**

- The contract may extend up to a total of 210 days.
- The position may be required to attend meetings outside of the school day.
- Other duties as assigned.