**POSITION TITLE:**
Health and Medical Services Manager

**CONTRACT LENGTH:**
12M

**DATE:**
07/02/18

**DATE OF LAST REVISION:**
07/02/18

**JOB CODE:**
HM0045
SAP 30003422

**PAY GRADE:**
30

**FLSA EXEMPTION STATUS:**
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**Job Family – Health, Medical & Social Services**

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**JOB SUMMARY**
Applies nursing values to support the development of an effective and equitable school health program. Oversees projects that support an expressed health care need identified by data analysis and trends in health care. Supports schools in creating an environment where services are delivered safely and effectively in compliance with federal, state and local laws and evidenced-based health practices. Works effectively with community partners and internal and external disciplines in delivery of school health services.

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**MAJOR DUTIES & RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<tr>
<td>1. Provides oversight of Health and Medical Services projects by region as assigned by Director.</td>
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<td>2. Collects and analyzes data used in planning and implementing school health professional growth development.</td>
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<td>3. Participates in the recruitment, selection and retention of school nurses.</td>
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<td>4. Conducts orientation, professional development and appropriate certification training for nurses transitioning into the practice of school nursing.</td>
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<td>5. Conducts program analysis at the campus level to guide and support the development of effective school health programs.</td>
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<td>6. Understands and complies with School Nurse Scope and Standards of Practice.</td>
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<td>7. Performs other job-related duties as assigned.</td>
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**EDUCATION**  
Baccalaureate Degree in Nursing, Licensed Registered Nurse  
Master’s Degree preferred

**WORK EXPERIENCE**  
5 to 7 years

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**  
Registered Nurse  
SAP, HTML, Microsoft Office, Electronic Health Record (EHR) and SIS  
Office equipment (e.g., computer, copier)

**LEADERSHIP RESPONSIBILITIES**  
Work Leadership. Regularly provides project management or team leadership to a group of two or more employees but does not have formal supervisory responsibility. Leading and directing typically involves monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of the same duties they are leading.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**  
Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

**BUDGET AUTHORITY**  
No budget development activity is required

**PROBLEM SOLVING**  
Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS**  
Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

**COMMUNICATION/INTERACTIONS**  
Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

**CUSTOMER RELATIONSHIPS**  
Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer’s decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

**WORKING/ENVIRONMENTAL CONDITIONS**  
Work involves some exposure to moderate risk of accident and requires following basic safety precautions. Ability to carry and/or lift 45 pounds or more.