

COMMUNITY HEALTH LIAISON
POSITION DESCRIPTION

Description of Position

The Community Health Liaison, under the general supervision of the Superintendent or designee and under supervision of the school nurse, is responsible for maintaining student health records and related data. S/he will routinely assist nurses with health screenings, developing and supporting student health protocols, as required. S/he will provide routine first aid to students and staff as needed.

Classification Classified Employment

Work Year 190 Days

1. Qualifications

- 1.1 High school diploma or equivalent.
- 1.2 Demonstrated ability to work with staff, children and parents.
- 1.3 Prior Community Health Liaison services experience.
- 1.4 Ability to word process and enter data in databases at reasonable rates.
- 1.5 Good manuscript and cursive writing skills.
- 1.6 Ability to demonstrate patience.
- 1.7 Ability to follow directions and maintain confidentiality.
- 1.8 Flexible, punctual and possessing ability to work efficiently & independently.
- 1.9 A first aid CPR card must be obtained within the first 60 days of employment.
- 2.0 A valid CA drivers license is required.

2. Duties and Responsibilities

- 2.1 Maintain school health records and student health information on databases.
- 2.2 Maintain compliance records and send out notices as necessary.
- 2.3 Update health card information.
- 2.4 Review immunization forms and contact parents as necessary.
- 2.5 Assist with vision/hearing and scoliosis screening under the supervision of the school nurse.
- 2.6 Assist with other screenings required by California State law.
- 2.7 Maintain first aid room and supplies.
- 2.8 Inventory each site's first aid kits and supplies.
- 2.9 Provide routine first aid.
- 2.10 Perform other clerical services as assigned.

3. Mental and Physical Demands

- 3.1 May be required to move ill or injured students.
- 3.2 Experiences frequent interruptions.
- 3.3 Required to deal with a wide range of student behaviors and academic abilities, which may include distraught or difficult students.
- 3.4 May be required to deal with difficult or distraught parents.
- 3.5 Record keeping requires substantial visual concentration and exposure to visual display terminals.
- 3.6 Potentially exposed to ordinary infectious diseases carried by students.
- 3.7 Potentially required to attend to student's personal hygiene.
- 3.8 Required to take precautions to avoid exposure to student bodily fluids, disinfectants and medications.

4. Organizational Relationship

- 4.1 Supervision/Evaluation – Superintendent or designee, District Certificated Nurse.