

Northwest Colorado Health

Director of School-Based Health

General Statement of Duties:

The Director of School-Based Health is responsible for planning, development and implementation of the School Based Health Center (SBHC) for Northwest Colorado Health.

Supervision Received: Reports to the Senior Director of the Community Health Center.

Supervision Exercised: None.

Essential Functions:

1. Lead School-Based Health Planning and Development.
 - a. Provide leadership in the implementation, evaluation and modification of School-Based Health Services
 - b. Attend meetings, training, and site visits to obtain and disseminate information for the purpose of planning and implementing a School-Based Health Center.
2. Direct School-Based Health Center Operations
 - a. Coordinate and manage all aspects of the School-Based Health Center, including scheduling, enrollment, consent, and release procedures.
 - b. Develop systems to monitor and ensure that various components of the project are working smoothly and that funds are utilized as stated in contractual arrangements
 - c. Ensure reimbursement is maximized
 - d. Ensure compliance with state and federal guidelines and that quality of care standards are met
 - e. Develop and maintain School-Based Health Center Policies and Procedures
 - f. Monitor and report on demand and utilization of services
3. Cultivate relationships with school staff and community partners
 - a. Identify collaborative opportunities on school health concerns with local, state, and national public-private organizations.
 - b. Interface with school administrators, faculty, staff and/or consultants for program planning and implementation.
 - c. Identify school champions and establish coordination process for enrollment, consistency of patient flow, and population health efforts.
 - d. Prepare presentations and briefs on school health issues to share with community members and partners.

This description of responsibilities is intended to provide the essential functions of the position. Additional responsibilities may be added, as appropriate.

Education:

Bachelor's degree in business, health, medical office management, or related field required. Master's Degree preferred, not required.

Experience:

Project and personnel management experience required, three years preferred. Clinical experience in health care setting preferred. Ability to develop and implement programs, including ongoing evaluation of program effectiveness and ability to provide written reports including results, preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.
3. TB Test.

Skills:

1. Strong written and oral communication skills.

Knowledge:

1. Working knowledge of Microsoft Office Applications including Word, Excel, PowerPoint, and Outlook.

Abilities:

1. Ability to think proactively and function independently in remote settings
2. Strong interpersonal skills and experience in working with individuals/groups with diverse backgrounds.
3. Ability to multi-task.
4. Ability to maintain a highly detail-oriented approach.
5. Ability to oversee administrative functions integral to program components, program evaluation, and coordination efforts.
6. Ability to organize and conduct public meetings.
7. Ability to learn new subject areas quickly.
8. Ability to prepare presentations and public speaking.

Equipment:

1. Equipment includes multi-line phone system, fax, copy machine, typewriter, shredder, postage meter, and computer.

Working Conditions:

1. Job involves sitting for 80% of workday, excluding breaks and lunch. Rest of time is spent standing, reaching, or bending to retrieve various charts etc.

2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date,
(Print Name)

I have received the following job description for my present position.

Signature of Employee: _____

Date: _____