

Northwest Colorado Health

School Based Health Center Coordinator

General Statement of Duties:

The School Based Health Center Coordinator is responsible for planning development and implementation of the School Based Health Center (SBHC) for Northwest Colorado Health. The Coordinator will 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. The Coordinator will work to ensure efforts to develop and implement partnership with the schools hosting the mobile dental unit or other method of deliver and eventually the SBHC to provide clinical services; ensure compliance with state guidelines; quality of care standards are met; ensure reimbursement is maximized; and the clinic is well integrated in the area health systems for primary care and community mental health.

Supervision Received:

Reports to the Chief Operating Officer or designee.

Supervision Exercised:

None.

Essential Functions:

1. Assist in on-going program planning and development.
 - a. Provide leadership in the implementation, evaluation and modification of health promotion programs and operability of dental mobile unit.
 - b. Attends meetings, trainings, and site visits to obtain and disseminate information for the purpose of planning and implementing a SBHC.
2. Cultivate relationships with school staff and community interest and buy-in for long-term program objectives.
 - 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.
3. Assemble data and prepare reports to provide feedback on programmatic activities.

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

Education:

1. Masters degree or Bachelor's Degree in a health related field or Public Health preferred or related field or equivalent years of experience preferred.

Experience:

1. Three years experience in management and or program implementation.
2. Experience with community-level public health programs preferred.
3. Experience with chronic disease prevention and health promotion initiatives.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling \$300,000 and valid Colorado driver's license.

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 work day, excluding breaks and lunch. Rest of time is spent standing, reaching, or bending to retrieve various charts etc.

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

Signature of Employee: _____

Date: _____