



For the future of every student

CLASS TITLE: HEALTH SERVICES & PREVENTION PROGRAMS SPECIALIST

BASIC FUNCTION:

Under the supervision of the Coordinator of Health Services & Prevention Programs, conducts a variety of special projects and administrative duties. The HS&PP Specialist works in collaboration with all district personnel, community organizations and agencies, including but not limited to local, county and state level organizations, to perform a variety of activities in support of student health services and prevention programs which includes health services and health prevention/intervention programs. Communicates with families, school sites, district personnel and /or local and state agencies regarding health related matters on behalf of student(s); disseminates health information and education and provides training and professional development at all levels. Publicizes and increases access to available services to targeted and at-risk student populations for health-related services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Performs a variety of highly skilled administrative duties to relieve the administrator of administrative and clerical detail; assures smooth and efficient office operations, and proper and timely completion of projects and activities; plans, coordinates and organizes office and department activities; and coordinates flow of communications and information for the administrator and department. Assists with conducting ongoing evaluation efforts of program effectiveness, and reports findings to the department administrator and school authorities.

Serves as a liaison and coordinates department communications between the administrator, other departments and personnel, programs, outside agencies, school sites and others regarding department activities; provide input to the administrator concerning administrative timelines and priorities; assists the administrator with coordinating department personnel, projects and activities.

Supports and monitors comprehensive integrated health education/programs, services and activities. Coordinates necessary health conferences with parents, staff and community resources. Conducts outreach to establish external partnerships to support program implementation. Assists with planning, designing and implementing training; participates in a variety of local and state organizations and assures that health prevention and intervention of projects, curricula implementation and mandated health legislation are fulfilled.

Enhances home/family school partnerships through parent education workshops and the dissemination of pertinent tobacco, drug and prevention literature. Assists Health Services Coordinator in the enforcement of district policies relating to alcohol, tobacco and other drugs. Promotes environmental strategies to reduce the availability of tobacco, alcohol and other drugs. Monitors Tobacco Use Prevention Education (TUPE) budget expenditures and coordinates any budget revisions and staffing changes in collaboration with district department contacts. Provides support to school site staff for implementation of prevention curricula and programs. Assists with the coordination and management of the California Healthy Kids Survey (CHKS) at schools sites as required biannually by TUPE funding.

Serves as the primary assistant to the managing administrator of the department; provides public relations and communication services; responds to requests, complaints and questions, representing the

administrator by phone and written communication; schedules and arranges appointments, conferences, workshops and other events.

Receives visitors, such as administrators, staff, students and the public; provide assistance or direct appropriate staff; exercises independent judgment in resolving various issues and conflicts; interprets and provides technical information regarding department operations and related standards, requirements, laws, rules, regulations, policies and procedures.

Composes, independently or from oral instructions, notes or rough draft, a variety of materials such as interoffice communications, forms, letters, memoranda, announcements, bulletins, agenda items, lists, brochures, fliers, notices, newsletters, contracts, permits, planning documents and other materials; reviews, revises, edits, formats and proofreads a variety of documents and information.

Prepares and maintains a variety of narrative and statistical records, logs and reports related to programs, projects, students, personnel, financial activity, budgets, compliance and assigned duties; establishes and maintains filing systems; assures mandated reports are completed in accordance with established time lines and requirements. Inputs and updates a wide variety of data in an assigned computer system; establishes and maintains automated files and records; initiates queries, develops spreadsheets and generates a variety of computerized lists, documents and reports; assures accuracy of input and output data; assists in coordinating the development and modification of department databases as required.

Coordinates, schedules and attends a variety of meetings as assigned; prepares and sends out notices of meetings; compiles, assembles and prepares agenda items, reports and other required information and materials for meetings and other events; takes, prepares and distributes minutes as directed.

Monitors inventory levels of office and other designated supplies and equipment; orders, receives and maintains appropriate levels of inventory; researches and confers with vendors concerning product and pricing information; prepares, processes and follow up on purchase orders, invoices, requisitions, etc.

Trains and provides work direction and guidance to assigned personnel as required; serves as a lead to health technician staff; assists in the assignment of duties and reviews work for accuracy, completeness and compliance with established standards and procedures. Assists in providing professional development to staff.

Communicates with personnel, various outside agencies, students and the public to exchange information, coordinate activities and resolve issues or concerns.

Operates a variety of office equipment including a calculator, copier, computer and assigned software.

May provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provide written translation and interpretation of correspondence, letters, reports and other materials as required.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, practices and procedures of the assigned office and department.

Organization, operations, policies and objectives of assigned programs, services and activities.

Modern office practices, procedures and equipment.

Needs of medically fragile students.

Correct medical procedures for specialized health needs, motivation techniques for atypical students, general goals of special education in public schools.
Complex record keeping.
Confidentiality laws relating to student records.
Emergency medical treatment.
Clinical and health office apparatus.
Laws and codes related to the administration of health services, community health resources.
Record-keeping and filing techniques.
Business letter and report writing, editing and proofreading.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Applicable laws, codes, rules, regulations, policies and procedures.
Data control procedures and data entry operations.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Mathematic calculations.

ABILITY TO:

Demonstrate an understanding, patient, warm and receptive attitude toward students, families, staff and the community.
Be flexible in scheduling workload.
Perform a variety of technical, record-keeping and clerical support duties.
Utilize a computer to input and extract data, and maintain and update various databases and records related to assigned activities.
Research, compile, and verify a variety of data.
Assure smooth and efficient office operations.
Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.
Prepare and maintain a variety of manual and automated records, reports and files.
Compose correspondence and written materials independently or from oral instructions.
Train and provide work direction and guidance to assigned personnel.
Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, calculators, etc.
Type or input data at an acceptable rate of speed.
Work independently with little direction.
Meet schedules and timelines.
Maintain confidentiality of privileged information obtained in the course of work.
Understand and carry out verbal and written instructions.
Read and comprehend printed materials.
Communicate effectively in both verbal and written form.
Establish and maintain cooperative and effective working relationships with others.
Work successfully with diverse groups of people.
Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience equivalent to graduation from high school or equivalent, and three years of related experience in health services and/or prevention programs including a minimum of two years of secretarial or administrative assistant experience, supporting a large

department/site and/or designated administrator. Experience working in an educational environment highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Valid CPR with AED and First Aid certifications issued by an authorized agency; employees must fulfill certification requirements within the first three (3) months of the probationary period.
- Valid Instructor CPR with AED and First Aid certifications issued by an authorized agency; employee must fulfill certification requirements within the first six (6) months of the probationary period.
- May be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Potential exposure to bloodborne pathogens, bodily fluids and sharps.