



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Family Specialist
SCHOOL/DEPARTMENT	Assigned School
SALARY	Salary Grade 68 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	School Nurse
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Family Specialist assists the School Nurse with the management and coordination of the assigned school's health services program based on requirements established by school division policies, procedures, and protocols, as well as local, state and national regulations and statutes. It is the role of the Family Specialist to assist in the performance of emergency medical and administrative work providing preventive and acute health care as part of school's exceptional children's services. Work involves administering provision of a variety of health care services, including health screenings and medical examinations and treatments, to school children with a variety of physical and mental handicaps. Performing emergency medical functions may include administering drugs, performing pulmonary ventilation by means of an esophageal obturator airway, and obtaining blood for laboratory analysis. Work also involves providing assistance regarding training for exceptional children's services teachers in first aid, emergency care and specific treatments; assisting and advising school teachers, staff and students' parents in matters pertaining to the health of students; and serving as a liaison between the school and private medical professionals, clinics, and human services agencies. The Family Specialist is also required to maintain a variety of records and reports pertaining to health screening activities, emergency incidents, the status of individual students, etc. The Family Specialist

is exposed to the normal hazards of emergency medical work, including risk of exposure to infectious diseases.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of universal procedures for communicable diseases and blood borne pathogens
- Considerable knowledge of potential health problems of school-age and adolescent children, both healthy and regarding those with chronic and/or handicapping conditions
- Considerable knowledge of emergency and routine medical procedures
- General knowledge of health care agencies and institutions in the area
- General knowledge of current literature, trends and developments in the field of school nursing
- Skill in performing health screenings and medical examinations
- Ability to perform a variety of emergency medical procedures
- Ability to train others in first aid and emergency care
- Ability to assess the needs of students and develop a plan to meet those needs
- Ability to communicate effectively both orally and in writing
- Ability to operate standard office, word and data processing equipment
- Ability to maintain complete and accurate records and to develop simple reports from those record
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- High School Graduate or GED
- Additional course work or training in Nursing or related field
- Two (2) years minimum of experience providing first aid and Family Specialist duties
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's Degree or technical degree in Nursing, EMT Training, or related field
- Five (5) years of experience serving as a Family Specialist in a public school setting
- Spanish Speaking

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Follow the school nurse's instructions and procedures to assist in the daily operation of the clinic
2. Keep the school nurse informed regarding the urgency of student needs
3. Offer medical advice as directed by the school nurse
4. Administer care to students as directed; contact parents as appropriate
5. Assist with medications only when directed by the school nurse

6. Sign students into the clinic, noting the reason for requesting services
7. Take student's temperature when appropriate
8. Share information or locate students as requested by the school nurse
9. Answer clinic phone calls; summarize requests to the school nurse
10. Assist the school nurse with the maintenance of records and reports (e.g. emergency forms and daily or monthly reports)
11. Provide minor care and first aid as authorized by the school nurse
12. Complete work in the time specified
13. Help maintain and support the school clinic
14. Assist with screening programs
15. Assist with medically-involved or medically-fragile students as directed by the school nurse
16. Perform other duties as assigned by the school nurse

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*