

DUTIES AND RESPONSIBILITIES NURSE SPECIALIST – HEALTH SERVICES

The nurse specialist works with District nurses, health services assistants, and other staff in facilitating the administration of health services and programs for students and families. Provides training and technical assistance with health services mandates and programs including LEA Medi-Cal/Medi-Cal Administrative Activities (MAA) billing services.

- Provides consultation, leadership and assistance in mandated health service programs.
- Facilitates the training and coordination of the LEA Medi-Cal and Medi-Cal Administrative Activities programs.
- Provides monitoring of health services programs and assists in audits and reviews by state and federal agencies.
- Conducts in-service training in a variety of health related topics.
- Coordinates mandated screening activities in the District such as hearing, vision and scoliosis.
- Facilitates the placement of nursing and other health related interns from local universities.
- Works with Pupil Resources as needed with attendance related health issues.
- Assists with the scheduling of District immunizations and other clinics.
- Consults with District staff on health related issues.
- Provides training protocols and materials for Specialized Health Care procedures.
- Maintains and updates the District Health Services Procedure Manual.
- Facilitates the scheduling of CPR, First Aid and Continuing Education programs for Health Services staff.
- Performs other duties as assigned.

SECTION 1