



## WELLNESS CENTER PART TIME COORDINATOR JOB DESCRIPTION 2023-2024

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### **School Vision Statement**

Faithful to our Catholic values, we sustain an evolving school-wide learning environment that inspires each student to achieve his or her God-given potential inside and outside the classroom.

Always learning, our graduates are confident and compassionate young men and women who will make a difference.

### **School Mission Statement**

The St. Edward the Confessor Parish School, a preschool through eighth grade school within the Diocese of Orange, shares in the mission of the Roman Catholic Church to live the Gospel message by building Catholic identity through a Sacramental life of service to God, family, parish and community.

Working together with parents, we are dedicated to develop faith formation, academic excellence and digital citizenship. We strive to help our learners grow spiritually, intellectually, socially and emotionally within a Christ-centered environment.

### **Wellness Center Coordinator - Position Description**

The Wellness Center Coordinator provides wellness support to the students throughout the school year including coordination of immunization records, distribution of health bulletins, providing wellness care and basic first aid as needed, administering prescription medication with parent consent, and maintaining records of all Wellness Center visitors including accident reporting and insurance requirements. The Wellness Center Coordinator also serves as the liaison between parents and our hot lunch provider, Sapphire@School. The Wellness Center Coordinator also performs a variety of administrative support duties and provides clerical assistance as needed.

### **RESPONSIBILITIES**

- Provide first aid and emergency care to students, staff and visitors
- Administer oral, inhaled and topical medications as directed by Diocesan Medical Authorization Form
- Administer emergency medication as indicated
- Coordinate medication authorizations with parents and physicians
- Coordinate medication distribution schedule/calendar to teachers
- Test and document diabetic student bg levels daily/ relay results to parents
- Keep records of medication in the wellness center
- Create class lists of students with health alerts and medication on file
- Prepare and pack medication for all field trips
- Complete student /staff accident reports
- Complete insurance claim forms for accidents on campus/report major injuries to Diocese
- Notify parents of insurance coverage
- Send completed accident report/insurance claim form to parents
- Assist with new scholarship families/translation/registration/lunch program
- Maintain confidentiality of information learned regarding students and their families

- Maintain daily health log/ document all visits
- Implement state laws and regulations related to health services and immunizations
- Coordinate with welcome center on the dismissal of ill students
- Communicate necessary medical information to administration in a timely manner
- Send health alerts to registrar for constant contact
- Coordinate state mandated health screening program
- Maintain wellness center supplies

#### **General Responsibilities**

- Support the philosophy, policies, Mission of the school, as well as the decisions made by the Administrators
- Hold in strict confidence all matters pertaining to school
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook
- All other tasks as delegated by the Administration

#### **Required Qualifications and Skills:**

- Valid certification for Basic First Aid and CPR
- LVN/RN experience preferred but not required
- Proficient in use of Microsoft Office including Excel, Word, Publisher and Outlook
- Ability to effectively communicate verbally and in writing with parents and staff
- A strong set of interpersonal, verbal communication and written communication skills with a history of working collaboratively with others in a school setting.
- A history of professional goal-setting, organization, implementation, and reflection for projects and programs.
- A strong command of digital skills including use of *ADP Payroll Management Software*, *Microsoft Office*, *Outlook*, *FACTS SIS*, and *Edlio* or other school website equivalent.
- A willingness to employ new technologies for communications, records management, and database management.
- A flexible demeanor and willingness to adapt to school schedule changes, special events, and celebrations that help foster the school's mission of teaching to the whole child.

#### **Position Status:**

Position is a part-time, non-exempt, 10-month position (mid-August – mid-June). This position is not eligible for medical, dental, or vision benefits. Weekly commitment is 6.5 hours on Fridays and sub other days as needed. Hourly rate: \$18.00 / hour.

#### **To Apply:**

Please send brief cover letter and resume to [twaszak@stedschool.org](mailto:twaszak@stedschool.org)