

HUMAN RESOURCES

WORCESTER PUBLIC SCHOOLS
WORCESTER, MASSACHUSETTS

Job Description

SUBJECT: CLINICAL CARE COORDINATOR

REPORTS TO: DIRECTOR OF NURSES

ANTICIPATED START DATE: IMMEDIATELY

ACCOUNTABILITY OBJECTIVE:

This position is accountable for the development, training, assignment, and supervision of Licensed Certified Nursing (CNA) and/or Medical Assistants (MA) and other licensed nursing staff (LPN, RN) to provide direct care to special need students with medical disabilities.

PRINCIPAL RESPONSIBILITIES:

1. Support the Worcester Public School (WPS) Special Education Department (SPED) in the medical evaluation and care of students both within and outside of the district.
2. Complete new student assessments with required documentation. Reevaluate students on an as needed basis; at minimum yearly.
3. Evaluate the needs of the district to develop and maintain a team of licensed CNAs, MAs, LPNs, and RNs to provide direct nursing care of students.
4. Assist in the recruitment, assignment and orientation of licensed nursing professionals.
5. Develop protocols in alignment with current WPS Nursing Department policies and procedures to support evidence-based clinical care delivery.
6. Plan and monitor daily staff schedule to ensure adequate health coverage of special need students.
7. Ensure all necessary supplies and equipment are available in each school as required for each student.
8. Provide daily clinical oversight and mentoring of staff both on site and by telephone.
9. Collaborate and consult with students and families, school nurse, teachers, supplemental support staff, and other departments, agencies and resources within and outside the WPS as appropriate to ensure optimal student medical and emotional health.
10. Assist school nurse in the development of individual care plans (IHCP) in coordination with students and families and health care providers. Monitor adherence to, evaluate effectiveness of, and facilitate change in IHCP as needed to meet student health needs.
11. Provide education and resources to students, families and staff as appropriate.
12. Confer with the Pediatric School Health Consultant to discuss medical concerns and seek advice as needed.
13. Participate in meetings, committees, workshops and community events as appropriate.

14. Monitor staff certifications and licenses to ensure they are current (CNA license, CPR/AED certification, etc.)
15. Develop an evaluation tool and perform written annual evaluation of each staff member of the team.
16. Responsible for assuring equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, gender identity, natural origin, sexual orientation, homelessness, or disability.
17. Responsible to perform other job-related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Registered Nurse with current BORN licensure in the state of Massachusetts.
2. Minimum of a Bachelor's degree in Nursing from a college or university accredited by the National League for nursing. Master's degree in Nursing preferred.
3. Minimum of five years' experience working as a nurse in a school setting other pediatric setting. Care coordination and/or case management experience preferred.
4. Experience with use of the electronic health record, preferably SNAP.
5. Current certification in CPR/AED/First Aid.
6. Evidence of essential leadership, communication, advocacy, and organization skills and abilities.
7. Maintain annual certifications as required of the WPS Nursing Department including but not limited to Concussions, Universal Precautions, and Physical Restraints.

PREFERRED QUALIFICATIONS:

1. Ability to speak Spanish, Portuguese, Arabic, Vietnamese, Albanian, or an African language.

WORK YEAR: 220 day work year, 7:00 a.m. - 3:00 p.m., Non-Represented Position

SALARY: TBD