

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

LNS Human Resources (360) 758-4300

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Health Coordinator

OPEN: April 2, 2025

EXEMPT: No

SALARY: Education Salary Scale \$23.25 DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full-Time

CLOSES: April 11, 2025

JOB CODE:

DIVISION: Education

DEPARTMENT: Vice Principal

SUPERVISOR: K-12 Nurse

VACANCIES: 1

JOB SUMMARY: The Health Coordinator at Lummi Nation School (LNS), under the supervision of the K-12 School Nurse, plays a vital role in supporting the delivery of comprehensive health services to students. This position is primarily responsible for addressing students' basic medical needs by facilitating communication and coordination among students, families, staff, and the K-12 School Nurse. The Health Coordinator is actively involved in promoting and maintaining the health and well-being of students through regular interactions with children, staff, parents, and community partners. This includes assisting with medical care, health screenings, medication administration, and ensuring the proper documentation of health-related activities. The Health Coordinator also supports the school's health and safety policies, ensuring that students receive timely care and are supported in a safe and healthy learning environment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Administer medications as needed, under the delegation and supervision of the K-12 School Nurse, in accordance with medical provider orders.
2. Respond to sick and symptomatic students in the health room by obtaining information from the student and from supervising adults, identifying exclusion criteria, providing supportive care, and reporting all visits to guardians.
3. Address minor injuries by administering basic first aid, offering supportive care, and documenting injuries and actions taken in the school-based data systems.
4. Process care plans and orders, ensuring all components are accurately completed.
5. Maintain an accurate filing and tracking system for all care plans.
6. Prepare first aid supplies and medications for field trips, including creating a sign-out sheet to document medications distributed to teachers and emailing teachers with information about student health conditions and required medications one week prior to the trip.
7. Perform head lice inspections, identifying lice and nits, notifying guardians of findings, providing home-care instructions, and conducting follow-up rechecks as necessary.
8. Assist the K-12 School Nurse with routine health screenings, including supporting hearing and vision screenings as defined in WAC Chapter 246-760.
9. Track students who require rescreening after health screenings.
10. Perform public health functions such as distributing notification letters, making scripted phone calls, and maintaining shared tracking documents.

11. Collaborate with parents and staff to develop follow-up plans for students with medical, dental, or nutritional issues and assist in arranging further diagnostic testing or treatment.
12. Maintain an inventory of health room supplies and prepare purchase order requests as needed.
13. Perform monthly checks of AEDs and related supplies.
14. Obtain signed parental consent and release of information for all health services provided to students.
15. Identify and coordinate community resources for health, dental, emergency, and nutrition services, assisting families in accessing these services.
16. Partner with community organizations to provide health education for families.
17. Maintain accurate, confidential, and up-to-date child health records using the ChildPlus database and submit required reports on service provision and activities.
18. Monitor students' ongoing health needs, ensuring compliance with agency policies, including exclusion and readmission policies.
19. Notify parents of health-related concerns (e.g., illness, head lice, physical or dental needs) and take appropriate action when necessary.
20. Attend relevant training and professional development opportunities to stay informed of best practices and regulations related to child health.
21. Collaborate with staff to ensure effective coordination across all program components.
22. Address and resolve concerns related to children's health, safety, or staff training needs.
23. Provide monthly health screening reports to the appropriate personnel as directed.
24. Perform duties related to the prevention and management of contagious illnesses, ensuring that students exhibiting symptoms are appropriately isolated, and proper notifications are made to guardians.
25. Ensure student database platforms are managed, current, and updated with appropriate health-related information.

MINIMUM QUALIFICATIONS:

- High School Diploma
- Associate's Degree in Nursing, Health Education, or a Related Field, *preferred*
- First Aid and CPR Certification. Possess or willing and able to obtain within the first 60 days of employment
- One (1) year of experience with school-based health and safety regulations (e.g., immunization requirements, health screenings, exclusion criteria)
- One (1) year of experience with school-based data systems and databases (e.g., Skyward, ChildPlus), as well as email communication
- One (1) year of experience with Microsoft Office Suite
- Lummi/Native American/Veteran preference applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge and understanding of child health principles, practices, and trends, including developmental milestones, childhood illnesses, nutrition, and wellness.
- Knowledge of school-based health and safety regulations, including immunization requirements, health screenings, exclusion criteria, and student confidentiality standards.
- Familiarity with medical terminology related to child health, medications, and first aid procedures.
- Proficiency in using school-based data systems (e.g., Skyward, ChildPlus) to maintain accurate and confidential health records.
- Knowledge of public health practices, including managing contagious diseases, health screenings, and emergency response procedures.
- Ability to communicate effectively, both verbally and in writing, with staff, families, students, and community partners, conveying health-related information clearly and compassionately.
- Strong proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), email platforms, and internet usage for research, communication, and data management.

- Ability to manage multiple tasks, prioritize responsibilities, and maintain organized records and schedules.
- High attention to detail in managing health records, medication tracking, and monitoring student health needs.
- Ability to uphold ethical standards, including maintaining confidentiality of sensitive health information and complying with privacy laws and guidelines.
- Ability to collaborate effectively with staff, parents, and community partners to address health needs and take proactive steps in identifying health issues.
- Ability to adapt to changing needs and responsibilities in a school environment, including responding to medical emergencies or evolving health protocols.
- Commitment to continuous professional development in child health, medical procedures, and school health regulations.
- Ability to demonstrate empathy and sensitivity when addressing children's health issues, responding with care to students and families in distress.
- Discretion and professionalism in handling sensitive and confidential health information.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- Must complete mandatory reporting training within orientation period.
- Must obtain TB Test, immunizations current (MMR, Hepatitis B series, Tetanus, etc.)

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Salary depends on qualifications.
- 90 Day Orientation Applies; classified position

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.