

Coordinator of Health Services Saint Catherine Center for Special Needs

Job Description

The Coordinator of Health Services of Saint Catherine Center for Special Needs is appointed by the Board of Directors based on the recommendation of the Executive Director of the Center. The Coordinator of Health Services is responsible for managing, planning, implementing and evaluating comprehensive health programs for students at Saint Catherine Academy and participants enrolled at Saint Catherine Center adult day program. This position will coordinate services with the Town of Fairfield Health Department and the Department of Developmental Services (DDS). The position is part of the leadership team and reports to the Executive Director of the Center and is based at Saint Catherine Center in Fairfield. (Position may be part time or full time depending on the applicant).

Essential Functions

- Maintains up-to-date and accurate health records specific to each program. Ensures compliance of health records with state and federal guidelines.
- Works collaboratively with parents/guardians to ensure the completion of required screenings or treatment as recommended. Communicates with parents/guardians to promote healthy practices.
- Manages communicable disease control activities. Plans and implements Center management of Covid-19 related practices and policies in accordance with recommendations from the Town of Fairfield Health Department, Department of Public Health, DDS and CDC guidelines.
- Plans and implements individual health care plans specific to health needs.
- Provides emergency first aid for injuries and/or illnesses.
- Participates in new staff orientation training and annual on- going training for staff in compliance with state agencies in order ensure a safe environment.
- Oversees the management and administration of medications according to state regulations and physicians' orders. Delegates specified nursing tasks to staff as approved by state regulations.
- Manages the medication administration certification process for uncertified staff in accordance with DDS procedures.
- Provides health education and guidance to assist students and participants in making decisions promoting healthy lifestyles.
- Where appropriate, participates in interdisciplinary teams to develop an Individual Education Plan (IEP) or an Individual Plan (IP).
- Collaborate with state agency personnel and attend regional meetings as appropriate.
- Develops procedures and provides emergency nursing management for injuries and/or illnesses.

Qualifications

Professional Experience and Skills

- Licensed as a Registered Nurse in the State of Connecticut
- Certified in CPR
- B.S.N. or Registered Nurse with a bachelor's degree in a related discipline
- Knowledge of public health nursing and school health nursing
- Experience working in a setting with people with disabilities
- Demonstrated ability to work with a broad variety of individuals
- Strong communication skills

Applications will be accepted until the position is filled. Position is available June 1, 2021.

Please submit resume and copy of license to:

Coordinator of Health Services Search Committee

info@stcatherineacademy.org

Or

Saint Catherine Center

760 Tahmore Drive

Fairfield, CT 06825

ATTN: Search Committee

Saint Catherine Center for Special Needs is an equal opportunity employer.