

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title: Richfield Health Resource Center Coordinator</b>	<b>Department: Student Support Services</b>
<b>Reports to: Director of Student Support Services</b>	<b>FLSA Status:</b>
<b>Classification:</b>	<b>Bargaining/ Work Unit:</b>
<b>Position Last Updated: July 2024</b>	<b>Next Position Description Update:</b>

### SECTION II: JOB SUMMARY

The Richfield Health Resource Center Coordinator coordinates the day to day operations of the health center and engages in community outreach efforts to promote services provided by the health center to support the health and wellness of Richfield youth. The coordinator also provides oversight and supervision of evidence based sexuality education programs within various schools and facilitates curriculum with classroom teachers.

### SECTION III: DUTIES AND RESPONSIBILITIES

<b>Duty/ Responsibility Number:</b>	<b>1</b>	<b>Statement of Duty/ Responsibility: Health Center Coordination and Oversight</b>
<b>Percent of Time:</b>	<b>40</b>	

#### Tasks involved in fulfilling above duty/ responsibility:

- Assist Director of Student Support Services in grant-related and stakeholder reports, including data, operations, services and quality improvement plans.
- Collaborate with District leadership to collect and coordinate health data to monitor and evaluate impact of the HRC and other health programs on health and educational outcomes.
- Provide outreach and promote clinic services through staff meetings and community events.
- Work with provider partners to coordinate day to day operations of the Health Resource Center.
- Facilitate communication and referrals among clinic providers.
- Ensure translation of key materials, fliers, and messages.
- Increase awareness and utilization of HRC among students, families, and community.
- Identify and assist in the grant application process, and/or other partnership funding resources to sustain and expand HRC services, reach, and impact.
- Collaborate with the Director of Student Support Services to strengthen and broaden communication and collaboration among school health staff/programs and build/expand resources in alignment with

RHRC purpose.

- Organize and convene the Health Resource Center Advisory Committee Meetings, including agenda creation, meeting reminders, and any other related tasks.
- Engage in data collection and analyses related to student wellness including health center usage, sexual health curriculum, MN Student Survey and annual RPS School Climate Survey to support policies and practices with RPS
- Generate reports related to student wellness and create presentations for stakeholders and RPS leadership
- Oversee the functioning and access to the Richfield High School Food Shelf
- Engage in grant writing proposals and supports to enhance RHRC sustainability and productivity

<b>Duty/ Responsibility Number:</b>	<b>2</b>	<b>Statement of Duty/ Responsibility: Telemental Health Oversight</b>
<b>Percent of Time:</b>	20	

**Tasks involved in fulfilling above duty/ responsibility:**

- Work with the Director of Student Support Services, high school social worker, other school staff, and Park Nicollet psychotherapist(s) to coordinate access to mental health services for identified students.
- Facilitate getting consent, written or verbal, when necessary for medical treatment; obtain consent for psychotherapy from Parents/Guardians when delegated by the school team.
- Schedule students with the therapist and make arrangements with school staff to assist students in arriving for therapy and returning to class at the scheduled times.
- Room students and ensure connection is made with the therapist via CISCO technology.
- Be immediately accessible to manage any issues or concerns that may arise during therapy sessions.

<b>Duty/ Responsibility Number:</b>	<b>3</b>	<b>Statement of Duty/ Responsibility: Sexual Health Education Oversight and Education Delivery</b>
<b>Percent of Time:</b>	15	

**Tasks involved in fulfilling above duty/ responsibility:**

- Ensure ESHE standard compliance.
- Communicate with supervisor on a regular basis.
- Serve as point person for Hennepin County program communications.
- Monitor staff for external and internal data reporting.
- Oversee curricula and training programs to ensure staff is able to provide high quality sexuality education to community partners.
- Meet with teachers, administrators, and other school staff to plan and implement curriculum and evaluate programming.
- Maintain communication with schools.
- Provide input to staff evaluations, staffing decisions, and program budget as needed.
- Provide tools for staff to oversee individual program budgets and program data.
- Participate in higher level organizational meetings and initiatives.
- Compile and organize program data.
- Prepare reports in a timely manner.
- Facilitate and co-facilitate evidence based sexuality education programs for RPS students in school settings with classroom teachers.

<b>Duty/ Responsibility Number:</b>	<b>4</b>	<b>Statement of Duty/ Responsibility: Data &amp; Grant Support</b>
Percent of Time	15	

- Support the data collection process related to grants, district reporting, and presentations
- Support the writing and coordination of efforts related to seeking grant funding

<b>Duty/ Responsibility Number:</b>	<b>5</b>	<b>Statement of Duty/ Responsibility: Other duties as assigned</b>
Percent of Time	10	

- Clerical tasks related to health center oversight and maintenance
- Tasks to support student wellness, school climate, and overall engagement

**SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge:**

- Knowledge of HIPAA and FERPA requirements

**Skills:**

- Spanish speaking, preferred

**Abilities:**

- Demonstrated ability to appropriately intervene with a student or family and manage the reactions and results from such interventions in a manner that strengthens the relationships among students, their families, and the school.
- Demonstrated experience as a strong leader utilizing skills for effective problem-solving, collaboration and decision making.

**SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS**

- 4 year degree in youth development, social work, human services, or related field required.
- MPH/MSW/MPP preferred.
- Valid Minnesota Driver's License required.

**SECTION VI: EXPERIENCE REQUIREMENTS**

- A minimum of 2 years of experience in a related field including experience in group facilitation, teaching or training, working with youth, or experience that demonstrates knowledge of human development and learning theory.
- Knowledge of youth development and sexual health education, and the ability to apply this to a classroom setting.
- Knowledge of public health related issues, community engagement and outreach, and experience working in medically underserved populations and communities.
- Experience working with diverse populations.

