

**KOKUA KALIHI VALLEY COMPREHENSIVE FAMILY SERVICES
JOB DESCRIPTION**

JOB TITLE: SCHOOL BASED STUDENT HEALTH SERVICES COORDINATOR/PLANNER

STATUS: Exempt Date: 1/1/2006

RESPONSIBLE TO: Executive Director

PROJECT TERM: January 2006 through July 2007 (12 to 18 months)

JOB SUMMARY: Responsible for implementing the School Based Student Health Services (“SBSHS”) grant from the State Department of Health, with the goal to increase access to health care for the medically underserved students at Farrington High, Dole Middle and Kalakaua Middle schools (“the schools”).

ESSENTIAL RESPONSIBILITIES & DUTIES:

1. Compile a comprehensive assessment of existing health services being provided to students at the schools, and identify barriers to care and continuing unmet health needs of these students:
 - a. Collaborate with the administration and faculty of the schools to perform the assessment.
 - b. Gather school-based health service information through meetings, interviews and/or questionnaires of all existing health service workers and health education teachers at the schools.
 - c. Gather school-based health service information through meetings, interviews and/or questionnaires of all appropriate health services and health education staff at KKV, KPHC, and other community organizations providing health services to students at the schools.
 - d. Gather information from students at each of these schools regarding: unmet health needs; barriers to care; utilization of existing health services provided by the schools, KKV, KPHC and other organizations in the community; use methods such as focus groups, peer-to-peer interviews, and questionnaires and involve members of KKV’s Health Clubs and KPHC’s Youth Health Education Corps as participants in data gathering and interpretation.
 - e. Gather and assess existing data sources on the health needs of adolescent youth in Kalihi (2000 Census, UH Center on the Family, Hawaii State Dept. of Health ADAD, Hawaii State Dept. of Education SSIR and other Reports, etc.)
 - f. Write report of existing health services, unmet needs and barriers to care and distribute to the SBSHS Planning Committee for approval.

2. Develop a comprehensive, integrated and sustainable plan for an SBSHS program covering students at the schools.
 - a. Convene an SBSHS Planning Committee that will consist of but will not be limited to health care providers, administrators and youth health education staff from KKV, KPHC and other community organizations as identified in the comprehensive assessment administrators, teachers, health care providers, students and families from the schools; and representatives from the State Department of Health to provide guidance and input into the sustainable SBSHS plan.
 - b. Schedule and facilitate meetings of the SBSHS Planning Committee quarterly, or as needed.
 - c. Conduct research and compile findings on successful models of SBSHS programs in other states that are applicable to Hawaii.
 - d. Disseminate research and findings in appropriate format (Briefing Paper, Action Plan, Powerpoint Presentation) to members of SBSHS Planning Committee, relevant KKV and KPHC personnel and to KKV and KPHC Board of Directors.
 - e. Prepare briefing materials and coordinate meetings with Hawaii policy makers and health organization representatives to discuss a feasible ‘carve out’ Medicaid/Quest reimbursement plan for health services provided to students at the schools.

- f. Work with SBSHS Planning Committee members to establish policies for the operation of the SBSHS Program, focusing on issues of parental or guardian consent, low-income financial assistance, confidentiality, liability, personnel and financial responsibility.
 - g. Develop a comprehensive plan at KKV and KPHC for integrating existing health services and health care providers at each Center into the SBSHS program
3. Coordinate a pilot program between KKV, KPHC and other community-based resources to improve preventative health education and the accessibility of health services to Farrington students.
- a. Develop promotional materials and implement an outreach campaign based on input from students gained through the assessment for students and families at Farrington High School.
 - b. Coordinate KPHC, KKV, DOH, DOE and other community resources to provide health education and health services to Farrington High School.
 - c. Provide preventative health education and information about how to access health services to Farrington HS students through health education classes, the Health Academy, Health Clubs, the Youth Health Education Corps, promotional materials and outreach campaign.

QUALIFICATIONS:

- Master's degree in Public Health, Social Work, Sociology, Nursing or related field, or equivalent work experience, required.
- Experience coordinating community-based programs, required.
- Ability to work with a multi-cultural staff and client population, required.
- Demonstrated effective written and verbal communication skills, required.
- Demonstrated leadership and management skills, required.
- Management experience, preferred.
- Bicultural/ bilingual skills, preferred.