**Job Description**

- Job Title: Health Care Specialist
- Reports to: School Nurse (Elementary School Principal in cases when the School Nurse is away)
- Grades: PreKindergarten-Grade 12
- Hours: Part-time position (12:45 - 17:15)

**Mission:**

The Health Care Specialist assists the School Nurse in providing emergency medical care and daily health assessments. The Health Care Specialist Assistant assists the School Nurse in addressing the physical, mental, emotional, and social health needs of students and staff and supports their achievement in the learning process.

Summary of the Position: The Health Care Specialist is a certified healthcare provider whose main role is to assist the School Nurse in providing medical care when needed for the students during the school day, both jointly with the School Nurse when needed or separately. The Health Care Specialist works with the School Nurse to respond to all medical emergencies; provides basic first aid, health assessments, and consultations to students and staff who are injured or sick during the school day; performs routine health screenings; communicates with parents/teachers/staff when needed; assists with coordinating care and referrals to local health care providers as needed. In cases when the School Nurse is not at school, the Health Care Specialist assumes the role of the caregiver-in-charge. In these cases, working hours may differ.

Administrative duties entail collecting, maintaining medical documents; routinely assessing and evaluating data; documenting daily visits; keeping the school community up-to-date with any health and safety issues. The Health Care Specialist assists the School Nurse to collaborate with teachers, School Counselors, Learning Support team, Leadership Team (LT).

**Qualifications and Experience:**

• Higher health care degree, preferably a nursing degree, from a certified program that is recognized in Latvia. Will consider new or soon-to-be graduates.

• Previous nursing experience, preferably in a school environment, is preferred.

• Familiarity with school nurse processes, including health assessments, creating diagnostic plans, implementing and evaluating care for students, is preferred.

• Good understanding of the physical and emotional development of students aged 2-18.

• Excellent interpersonal and communication skills.

• Must be able to converse in English; Latvian and Russian languages are a plus.

- Must align with the school's core values in providing an inclusive, nonjudgmental, and safe environment for students.

- Must respect a person's right to confidentiality and follow our school's policies on child safeguarding and GDPR laws.

- Willingness to work with health record systems and confidential databases.

- Commitment to continuous professional development in school health or pediatric care.

- Must maintain up-to-date professional qualification, certifications/recertifications in accordance with the school and local law requirements.

**Duties and Responsibilities:**

- Assist the School nurse in providing qualified medical help to students and staff in case of emergency; use life-saving techniques as needed; coordinate emergency medical services when needed; collaborate on follow-up care with parents;

- Assist the School nurse in providing medical assessments and basic first aid treatment for daily student health visits; coordinate care with teachers and parents; provide referrals to outside resources when needed.

- Assist in the supervision of the Athletics and Activities program near the end during pick-up and bus loading.

- Assist the School nurse in administering daily medications authorized by parents for students with chronic illnesses;

- Assist with daily medical management of students with chronic illnesses when needed (e.g. diabetics, seizure disorder);

- Document and maintain records of daily student health visits; assist the School nurse in analyzing trends.

- Assist the School nurse in collecting medical forms from families annually and reviewing student immunization status in accordance with local Latvian laws; performing annual vision screening (G1-G5); examination of students for head lice (when needed).

- Promote and assist in the control of communicable diseases through early detection, promoting prevention, surveillance, and reporting of contagious diseases;

- Operate under the policies, protocols, and standing orders approved by the School and in compliance with Latvian health regulations and international school best practices.

- Report of suspected abuse, neglect, or safeguarding concerns in accordance with school policy and Latvian law.