



## School Health/Wellness Coordinator - Kha'p'o Community School

Location: Santa Clara Pueblo, Espanola NM

Position Start Date: As Soon as Possible

Point of Contact: Director of Human Resources - bmedina@khapoeducation.org

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### **SCHOOL DESCRIPTION**

Kha'p'o Community School (KCS) is a Tribally Controlled Grant school serving Santa Clara Pueblo (SCP). KCS serves approximately 150 families, prenatal through sixth grade, and adult learners. KCS is a school grounded in providing students rigorous, high-quality educational opportunities that are culturally centered on Tewa language proficiency and interactive, hands-on learning activities. KCS staff support students in their physical and emotional growth as well, valuing student identity and promoting and modeling high-self esteem and confidence.

#### ***Our Vision:***

The graduates of Kha'p'o Community School are strong, caring and respectful stewards of our Tewa language and culture. They are empowered to bridge the Kha'p'o and non-Native worlds. They are on the right path to succeed in school and work to fulfill their responsibilities as future leaders and members of our community.

#### ***Our Mission:***

It is the mission of Kha'p'o Community School to nurture our children in a Kha'p'o-minded, community-engaged, academically-challenging and enjoyable educational environment that enables them to speak our Tewa language and sustain our culture, supports their physical and emotional well-being, and inspires their love of learning.

For more information visit [www.khapoeducation.org](http://www.khapoeducation.org).

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### **POSITION SUMMARY**

The School Health/Wellness Coordinator position at Kha'p'o Community School will provide a healthy and responsive environment for all children. The position serves students by providing necessary health and wellness services, including distribution of medications and providing minor first aid, and will maintain all health records for students. The position will be responsible for communicating with parents and the community regarding screenings, immunizations, or other examinations that may be taking place at the school. The position will also provide appropriate training to students, staff, parents, and the community as necessary. The School Health/Wellness Coordinator position reports to the Director of Operations.

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### **Duties and Responsibilities**

- Implement and monitor mandated student immunization and physical exam requirements; distribute and follow-up on return of immunization records and physical examination; assure compliance with any relevant State or Federal requirements.
- Provide parents with a variety of health forms and documents; interpret and explain applicable laws, codes, rules, programs and regulations; follow ups on students whose parents or guardians fail to return forms and records.



- Establish, review, update and assist in maintaining a variety of student health and immunization records; compile data for reports of site health issues including results on screenings, vision and hearing reports, annual immunization records and annual physical examination records. Can organize and perform needed testing with relations to hearing and vision screenings.
  - Order and distribute first aid supplies for designated sites or office locations as necessary. Maintain proper standards of cleanliness in the Health Office; maintain inventory of health office supplies and equipment.
  - Prepare, distribute and maintain a variety of health-related reports, notices and referrals; type a variety of lists, forms, records, notices and correspondence; maintain confidentiality of student medical and health information.
  - Administer basic first aid to ill and injured children in accordance with school policy; take temperatures, distribute and apply adhesive bandages, ice and compresses, assist with personal hygiene and other related services as necessary; counsel students and staff regarding personal health issues; evaluate emergency situations; perform CPR and routine first aid as needed.
  - Administer prescribed medications per physician's and parent's instructions; contact physicians to verify instructions for dispensing medications; dispense medications based on established procedures; maintain related records.
  - Observe diabetic students who self-monitor blood sugar levels and self-administer pen/pump insulin in accordance with physician guidelines. Report findings and contact appropriate staff, parents and medical care providers as necessary.
  - Conduct routine health screenings and make preliminary evaluation of ill students within the framework of all relevant rules and guidelines.
  - Report suspected contagious and communicable diseases to appropriate authorities and personnel; notify parents of cases of communicable diseases at school as necessary.
  - Communicate with administrators regarding student health procedures, concerns and problems as a mandated reporter; refer suspected child abuse or serious illnesses and injuries to the appropriate school official; provide a variety of information to students, parents, faculty and staff concerning the health needs of students, as directed.
  - Can work with educational teams to ensure all students' needs are followed and met in accordance with applicable laws and mandates.
  - Operate a variety of office equipment including a copier, fax machine and a computer and assigned software.
  - Assist in the preparation, arrangements and implementation of health testing programs and immunizations; maintain related records.
  - Attend and participate in training, workshops and in-services related to student health issues, proper first aid, CPR and other health procedures; apply training to student health needs.
  - May be required to monitor an assigned student and provide appropriate care per medical necessity.
  - Practice clinical skills and duties. Contact parents or other agencies as appropriate.
  - Accompany the student to hospital, if necessary.
  - Must maintain student confidentiality.
  - Perform related duties as assigned.
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## **QUALIFICATIONS**

### **Education/Licensure**

- Certification within the health field, i.e. Medical Assistant, Certified Nursing Assistant, EMT, First Responder, etc.
- High School Diploma or equivalency
- Specialized degree or certification related to the health profession
- Current CPR Certification

### **Skill/Mindsets**

- Highly organized and able to prioritize multiple competing tasks
- Commitment to a holistic approach to education
- Committed to collaboration with staff, students, families, and community
- An ability to set goals and work to achieve them
- A genuine ability to work effectively with children
- Maintain emotional control under stress
- Frequent standing, stooping, bending, pulling and pushing
- Occasionally requires lifting, up to 50 pounds
- Occasionally prolonged and irregular hours for events outside of normal school hours

### **Experience**

- Previous experience in the healthcare field preferred
- Experience working with Native communities
- Must receive favorable background check clearance

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**TO APPLY:** Complete the online application at: [www.khapoeducation.org/jobs](http://www.khapoeducation.org/jobs).

A resume and any additional documents should be emailed to the Director of Human Resources, Bertha Medina at [bmedina@khapoeducation.org](mailto:bmedina@khapoeducation.org) upon submitting the online application.

**COMPENSATION:** Salary and benefits are competitive and dependent upon prior experience.

**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible candidates that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.



**REASONABLE ACCOMMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.