POSITION DESCRIPTION

TITLE: GRADS Case Manager/Nurse
LOCATION: Evergreen High School and Legacy Child Care Center
REPORTS TO: Instructor/Principal
DEPARTMENT: Secondary

SUMMARY STATEMENT:
The GRADS Case Manager/Nurse is responsible for supporting the GRADS Pregnant and Teen Parenting Program and Child Care Center.

ESSENTIAL FUNCTIONS:
1. Assist the program instructor(s) in case management and working with students as follows:
   • Identify teen parents, meet with them to assess needs, develop service plans for individual students and their families, and follow up on the progress of the students/families.
   • Help students/clients to understand and access needed community services, and refer them to other case management service providers when appropriate.
   • Keep necessary documentation and records of student/client progress.
   • Collaborate with the GRADS program teacher/coordinator and Child-care Center regarding student needs.
   • Assist teen parents in reducing barriers for success including educational attainment, post-secondary planning, employment.
   • Liaison between the community, district staff, and families about the needs of pregnant/parenting teens.
   • Assess options for additional student/program financial support and make recommendations.
2. Perform nursing duties as follows:
   • Maintain student safety regarding health/medical needs.
   • Establish and maintain accurate student health and medical records.
   • Maintain student confidentiality.
   • Travel from location to location within the District in order to assist students as needed.
   • Consult with and advise child-care center:
     • Create Individual Health Plans as needed
     • Support developmental screenings
     • Respond to health concerns of children in Child-care Center
     • Review health and safety plan and maintain nurse visit log
   • Provide prenatal education and support for students in the GRADS program.
   • Respond to GRADS students’ health and safety concerns regarding pregnancy and parenting.
   • Consult with GRADS teacher/coordinator.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
MENTAL DEMANDS REQUIRED:
Verbal Communication (66-100%)  Written Communication (Up to 33%)  Confidentiality (66-100%)
Customer Contact (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Washington State RN license required.
2. Must have current Pediatric or Public Health experience within the last year or taught classes in Pediatric Nursing at the college level in the last 5 years.
3. Experience with Labor and Delivery and/or at risk teens preferred.
4. Demonstrated ability to communicate effectively with students, staff, and the general public.
5. Demonstrated ability to work with and supervise high school students.
6. Must possess personal characteristics of flexibility, initiative, cooperativeness and confidentiality.
7. Must possess organizational skills and the ability to follow through.
8. Demonstrated ability to establish and maintain positive relationships with others as part of a team.