

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: Nursing Supervisor for School-Based Health Aides

REPORTS TO: Director of Special Education

EXEMPT STATUS: Non-Exempt

APPROVED:

BASIC FUNCTION:

Oversee and ensure the effective training and delivery of Medicaid-eligible School-Based Health Services. The ideal candidate will possess strong leadership skills, extensive knowledge of Medicaid regulations and school health services, and a commitment to improving healthcare access for school-aged children. This role requires excellent communication abilities, clinical expertise, and the ability to collaborate effectively with multidisciplinary teams

REPRESENTATIVE DUTIES:

- Ensure all district Health Aides are properly trained to provide Medicaid-eligible School-Based Health Services.
- Ensure compliance with Medicaid regulations.
- Monitor and evaluate Health Aides to ensure proper delivery of School-Based Health Services.
- Conduct regular reviews to ensure the accuracy of documentation and billing processes.
- Provide leadership and support to district Health Aides.
- Collaborate with the district Medicaid Coordinator
- Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; interpret, apply and explain District policies and regulations as needed.
- Maintains regular attendance.
- Duty to report to work.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Medicaid-eligible School-Based Health Services.
- Medicaid regulations and billing processes.
- Effective organizational and leadership skills.
- Effective communication and interpersonal skills.
- Basic record-keeping techniques

ABILITY TO:

- Collaborate effectively with diverse stakeholders.
- Commit to promoting health equity and improving healthcare outcomes for school-aged children.
- Establish and maintain cooperative and effective working relationships with others.
- Apply and explain policies and procedures related to school-based Medicaid billing.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business-related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Experience and Education

Bachelor's degree in Nursing (BSN)

- Previous experience in a supervisory or leadership role preferred.
- Minimum of 5 years of experience in school health nursing, public health, or a related field. LICENSES AND

OTHER REQUIREMENTS:

- Registered Nurse (RN) license in the state of Kentucky