

AGENDA ITEM FOR ADMINISTRATIVE MEETING ( ) Discussion only  
(XXX) Action

FROM (DEPT/ DIVISION): UCo Health

SUBJECT: Hermiston School District Health Center

<p>Background: Hermiston School District has a Health Center space located at the High School. This center is currently not operating and in partnership with UCo Health is seeking to staff and operate the Health Center to provide services for youth and staff of Hermiston School District. UCo Health will hire a Nurse Practitioner and Office Assistant and supervise operations of the center. HSD is funding the operational costs of the center. UCo Health and HSD will pursue additional revenues to sustain services. This project is not requesting general fund support.</p>	<p>Requested Action:</p> <ol style="list-style-type: none"> <li>1) Approve the partnership with Hermiston School District for the staff and operations of Health Center services contingent upon final executed MOU and BAA.</li> <li>2) Approve the creation of a 0.8 FTE Nurse Practitioner and 0.8 FTE Office Assistant II position contingent upon final executed MOU and BAA.</li> </ol>
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ATTACHMENTS: Job Descriptions for 1) Nurse Practitioner 2) Office Assistant II

Date: ( 4/26/2024 ) Submitted By: Alisha Lundgren

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Heard (copy)
- ( ) Human Resources (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:

Needed at Meeting:

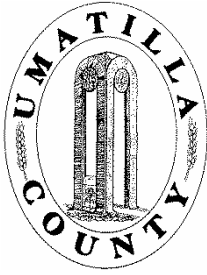
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Scheduled for meeting on: May 1, 2024

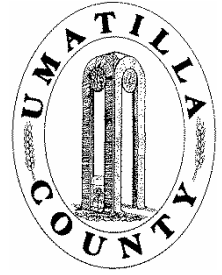
Action taken:

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Follow-up:



**UMATILLA COUNTY**  
**POSITION DESCRIPTION**



**Department: UCo Health**

**Position Title: Nurse Practitioner**

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series: Exempt**

**Salary Range:**

**Union Covered: No**

**BOLI Exempt: Yes**

**GENERAL DESCRIPTION OF POSITION**

The Hermiston School Health Center located at the High School provides convenient and affordable healthcare access to students of the Hermiston School District with the goal to help ensure students stay healthy and learning.

The Nurse Practitioner at the clinic provides assessment, evaluation, and treatment for students of Hermiston School District along with school staff and families as time allows. Coordination of the student’s healthcare is done in partnership with the student’s family, primary care provider, and other community resources.

**SUPERVISORY RELATIONSHIPS**

Works directly under the supervision of the Deputy Director and in consultation with the Public Health Officer.

**PRINCIPAL DUTIES OF POSITION**

- Obtain medical, social, emotional and developmental history as appropriate (EE).
- Perform comprehensive or focused physical exams (EE).
- Order appropriate screening and diagnostic studies (EE).
- Keep complete, accurate and timely records in the patient’s chart (EE).
- Consult/collaborate with physicians and other allied professionals (EE).
- Determine if referrals are needed (EE).
- Prescribe medications and treatments according to established standards of care (EE).
- Provide patient and family education and instructions regarding medications, treatment plans, and health maintenance (EE).
- Collaborate with mental/behavioral health professionals (EE).

**OTHER DUTIES OF POSITION**

- Participate in and collaborate with the Health Center Multi-Disciplinary team (EE).
- Build trusting relationships with School staff personnel (EE).
- Participate in and assist with any Health Center certification processes (EE).
- Assist with revenue generating activities including grant writing (EE).

- Other duties as assigned (EE).

## **REQUIREMENTS FOR POSITION**

### *Minimum Requirements*

- Current and unencumbered Oregon Nurse Practitioner and Registered Nurse licenses.
- Graduation from an accredited graduate-level program with a Master's of Science in Nursing.
- Board certified, family or pediatric specialty.
- 2 years of experience as a practicing Nurse Practitioner.
- Ability to communicate effectively.

### *Preferred Qualifications*

- Family Nurse Practitioner (FNP).
- Graduation from an accredited graduate-level program with a Doctorate of Nursing Practice preferred.
- Experience with pediatric and/or adolescent populations.

## **SPECIAL QUALIFICATIONS**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

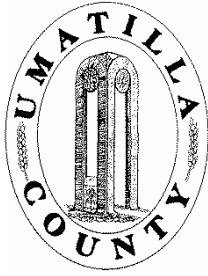
**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical**

**assignment to the position.**

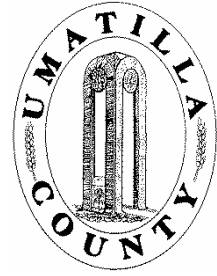
**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date



# UMATILLA COUNTY POSITION DESCRIPTION



**Department: Public Health**

**Position Title: Office Assistant II**

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:**

**Salary Range:**

**Union Covered: Yes**

**BOLI Exempt: No**

## GENERAL DESCRIPTION OF POSITION

The Hermiston School Health Center located at the High School provides convenient and affordable healthcare access to students of the Hermiston School District. The Office Assistant at the clinic provides clerical and medical support to the Nurse Practitioner (NP).

## SUPERVISORY RELATIONSHIPS

Works directly under the supervision of the Deputy Director.

## PRINCIPAL DUTIES OF POSITION

- Act as receptionist, receiving and greeting all clients and visitors professionally and courteously whether for services and/or information (EE).
- Answer phone calls, monitor fax, process requests and return calls in a timely manner (EE).
- Provide assistance to the operation of the center, which include: processing incoming and outgoing mail, scanning client forms and records, faxing documents, and other clerical-related functions (EE).
- Responsible for processing client paperwork to include: registration forms, screening questionnaires, Release of Information (ROI) forms, etc. (EE).
- Schedule and confirm appointments for clients (EE).
- Perform timely data input for various software programs, such as Intergy, ALERT IIS, etc. (EE)
- Maintain client confidentiality whether electronically, verbally, or in paper form (EE).
- Obtain client insurance information and enter into Electronic Health Record (EE).
- Responsible for daily maintaining the orderliness of clinic waiting areas and appropriate environmental cleanliness between patients in exam rooms (EE)
- Process patients for providers visit and maintain smooth patient flow throughout the health center (EE).

## OTHER DUTIES OF POSITION

- Participate in and collaborate with the Health Center Multi-Disciplinary team (EE).
- Build trusting relationships with School staff personnel (EE).

- Participate in and assist with any Health Center certification processes (EE).
- Operate standard office equipment including fax machines, copiers, printers, and computers (EE).
- Provide courier service between Health Center, the Health Department and county offices as needed (EE)
- Other duties as assigned (EE).

### **REQUIREMENTS FOR POSITION**

#### *Minimum Requirements:*

- High school diploma or GED
- 2 years of experience in secretarial and clerical functions including a thorough knowledge of office equipment such as photocopying machines, computers and word processor software.
- Current CPR certification or ability to obtain it within 6 months.
- Ability to communicate effectively
- Excellent organizational skills and the ability to multi-task
- Ability to deal with the public in a pleasant and tactful manner
- Ability to pass criminal background check.
- Possess a valid Oregon driver's license with satisfactory driving record.

#### *Preferred Qualifications:*

- Bilingual Spanish
- Additional college-level coursework in business field.
- Experience in a health care setting

### **SPECIAL QUALIFICATIONS**

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in a medical office environment in a school; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet with intermittent noise during passing time for students.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date