

## TYPICAL ROLE OF A COORDINATOR

A Student Support Services Program Coordinator performs a variety of tasks across a network of school sites and serves as the day-to-day liaison at school sites where school-based health clinics/Wellness Centers are located. Those tasks vary based on the amount of time a Coordinator is assigned to a school.

Some of the duties of a Coordinator may include:

- Conduct needs and resources assessment and develop measureable goals and outcomes based on assessment results.
- Organize Healthy Start/Wellness Network Collaborative Council. The Council consists of external service providers and stakeholders, as well as internal (District) staff and programs, including instructional staff, parents, and students where appropriate.
- Communicates Healthy Start-led or sponsored activities to key partners at each school within their network.
- Prepares and maintains an up-to-date Collaborative Council Network directory at least twice annually.
- Reviews Navigator case management files and other data to determine school and network needs; initiate new partnerships with guidance ESC Organization Facilitators.
- Supervises Navigators as assigned which requires meeting with Navigators on a regular basis in order to:
  - o Review and approve reports
  - o Prepare for annual site review
  - o Monitors case management
  - o Collect time sheets and other personnel paperwork
- Organizes multiple health insurance outreach and enrollment events within their network area, particularly during Open Enrollment Period.