



LAKE COUNTY GOVERNMENT CENTER  
2293 NORTH MAIN STREET  
CROWN POINT, IN 46307  
**(Internal / External)**

**Department:** Lake County Health Department, 2900 W. 93rd Avenue, Crown Point, IN 46307

**Position:** School Liaison (**HFI-Health First Indiana**)

**Classification:** Full Time

**FLSA:** Non-Exempt

**Direct Reports:** Nurse Supervisor

**Reports to:** Administrator

**Salary:** \$52,821

Duties and Responsibilities

- Acts as a resource for schools within the Health Department jurisdiction
- Works with IDOH Chief Nurse Consultant for schools to ensure consistent plans and initiatives are in place to support the schools
- Identify local level community resources to support schools within the county
- Identify and promote opportunities for improving health within local communities
- Coordinate and provide deliverable information to IDOH as required
- Ensure school liaison record keeping is accurate and up to date
- Provides consistent, evidence-based support to schools within the jurisdiction
- Provide support to all public, private and parochial schools within our jurisdiction
- Ensures school-based services required by law are provided in a timely manner to all grade levels identified
- Develop relationships and services to enhance and improve the health of students, staff and families within the schools and local communities
- Work closely with schools and other educators to identify, develop and deliver educational programs geared toward students in Pre-K through Grade 12

Skills and Qualifications

- Knowledgeable of the role of the school nurse
- Knowledgeable re: Local and other resource
- Knowledgeable regarding Indiana Code related to health and education
- Able to extend health and wellness knowledge to develop training and education geared toward different age groups (students and staff)
- Exceptional relationship competencies and ability to network with school representatives, other LHD staff along with regional and state representatives
- Advanced knowledge of Microsoft Word and Excel

- Ability to successfully problem solve and build relationships with various stakeholder groups
- Ability to communicate effectively both verbally and in writing
- Should be able to work under pressure, prioritize tasks and meet time sensitive deadlines
- Valid Indiana license to practice nursing

Education Requirements

- Minimum RN or LPN degree

**All Resumes and applications must be sent to the Human Resources Department of Lake County**

**Attn: Human Resources  
2293 North Main Street  
Crown Point, IN 46307**

**\*Application are located on the 3rd floor of Government Center in the Human Resources\***