



Job Description

Title: Health Service Technician	FLSA Status: Non-Exempt	Months: 10
Supervisor: District Nurse	Supervises: N/A	Range: 18
Department: Health Services	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of District Nurse, perform a variety of paraprofessional health work and personal care activities to mandated health screening programs; assist the District Nurse in the implementation of the District's comprehensive health care plan for students; administer routine first aid to students; obtain and maintain student health records, referrals and reports; monitor and implement District health policies and procedures in elementary, middle and high schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implement and monitor mandated immunization and physical exam requirements; administer minor first aid to ill and injured children; distribute adhesive bandages, ice and compresses as necessary; evaluate emergency situations; perform routine first aid and CPR as needed; set appointments for District Nurse.
- Assist District Nurse with immunization/Child Development and Disability Prevention problems and other health related issues; establish and maintain cumulative health and immunization record files for each student; reconcile student health records with student enrollment records; distribute and follow-up on return of immunization records and physical examination forms for each student; ensure compliance with State and federal laws and District policies and procedures.
- Provide parents with a variety of health forms and documents; maintain and update student immunization records and charts for middle schools; interpret and explain applicable laws, codes, rules, programs and regulations; arrange for exclusion of students whose parents or guardians fail to return forms and records.
- Compile charts, files and data for State, County and District reports of site health issues including results on screenings, vision and hearing reports, annual immunization records and annual physical examination records; prepare list of students with health problems and students exempt for physical education participation; participate in the Individual Educational Planning Committee, Individual Education Plan (IEP) and Individual Instructional Plan (IIP) meetings as requested and required.
- Educate and instruct students and parents regarding the need for updated immunizations at middle schools; organize and arrange for mandated Blood Borne Pathogens classes for each school site as needed; organize and arrange CPR and First Aid classes; assist in educating children in identified academic and health areas.
- Oversee daily care of all diabetic students while at school; order and distribute supplies necessary for safe maintenance of diabetic students during school day.
- Maintain inventory and order first aid supplies; distribute first aid kits to appropriate site or office location; requisition health office supplies as necessary.
- Initiate and receive telephone calls; notify parents of student illness and injury; contact school to inform of student's medical condition; contact emergency medical services as directed by an administrator.
- Prepare and distribute a variety of health-related reports, notices and referrals; type a variety of lists, forms, records, notices and correspondence; maintain confidentiality of student medical and health information.
- Assist in the care of students including the lifting and moving designated students as necessary.
- Administer prescribed medications according to District Nurse, physician and parent instructions; contact physicians to verify instructions for dispensing medications; dispense medications based on established District procedures as directed; maintain related records.
- Operate a variety of office equipment including a computer and assigned software.
- Operate a vehicle to travel to multiple school sites to provide health services; independently plan, organize and prioritize duties without direct, on-site supervision from the District Nurse.

- Assist in the preparation, arrangements and implementation of health testing programs and immunizations; maintain related records; obtain information regarding student medical conditions; conduct vision and hearing screenings and enter results into Illuminate and SEIS database; complete vision and hearing timelines; rescreen for vision and hearing as necessary;
- Report suspected contagious and communicable diseases to appropriate authorities and District personnel; notify parents of cases of communicable diseases at school as necessary.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands 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 functions.

Knowledge of:

- Basic health office practices, terminology, procedures and equipment.
- Health and safety regulations.
- Basic first aid and CPR procedures.
- Clean and sterile treatment techniques.
- Operation of a computer and data entry techniques.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.

Skills/Ability to:

- Communicate with others regarding a variety of health-related activities or concerns.
- Provide consultation to parents, students, teachers, and others.
- Learn, interpret, apply and explain District health policies.
- Learn applicable laws, codes, rules and regulations related to assigned activities.
- Screen students for various health and safety concerns.
- Compile and verify data and prepare reports.
- Work independently with little direction.
- Plan and organize work.
- Administer first aid and CPR.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Operate a computer and assigned software.
- Maintain records related to assigned activities.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- One year of experience providing first aid or working in a health care service environment.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.
- Valid first aid and CPR certificate issued from an authorized agency.
- Instructional Assistant Proficiency Test certificate.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

- Constant interruptions.
- Subject to emergency medical situations.
- Drive a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and screen health conditions.
- Bending at the waist, kneeling or crouching to assist students.

Hazards:

- Contact with blood and other body fluids.
- Potential for contact with bloodborne pathogens and communicable diseases.
- Traffic conditions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.