

**COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
HEALTH SERVICES TECHNICIAN**

Job Description

CLASSIFICATION:	CLASSIFIED	GROUP:	7000
LOCATION:	AS ASSIGNED	SERIES:	7700
HOURS:	11 MONTHS / 8 HOURS	CLASS:	7703
		STEP:	32

SUPERVISION RECEIVED: SCHOOL PRINCIPAL or other Site Administrator

DIRECTION EXERCISED: N/A

A. General Description of Position Goals

Under general supervision to provide educational and health services support to students. To serve as a liaison and effectively communicate between students, parents, district registered nurse, school and district staff; provides general clerical support.

B. Essential Job Duties:

1. Greets and assists visitors and parents in Front Office
2. At elementary and middle schools, enrolls (student registrations), transfers and drops students from student database system.
3. Provide a variety of health services to students at an assigned school site
4. Prepare and maintain student health records
5. Administer basic first aid as needed
6. Communicates with parents in regards to student's health issues/records
7. May assist students with specialized health care needs on an as needed basis, including toileting (excluding cauterization and diapering)
8. Conduct health inspections on students for head lice or other infectious conditions
9. Complete student injury and follow-up reports
10. Dispense prescribed medication and keeps logs of medication and treatment given
11. Conducts home visits and serves as a liaison between students, parents, school and district staff
12. Assist in interpreting the school's programs to parents and community by attending appropriate meetings, interpreting and translating written materials and communicating information to parents
13. Arrange or provide emergency transportation for students from school to home
14. Administer prescribed medication(s) to students as required
15. Prepares and submits documentation for Medi-Cal reimbursements.

C. Other Job Duties and Responsibilities

1. Fill in for other clerical staff, as needed
2. At high schools, may assist with student registrations
3. May assist in student attendance accounting, as needed
4. Attends meetings and additional training as required for the purpose of updating and maintaining skills and for gathering or conveying required information
5. Assists with updating emergency contact information in the student database
6. Create new and request cumulative files for all new incoming students
7. Assist nurse with Health events
8. May supervise students in non-instructional setting, not to exceed 15 minutes per day, as needed
9. Performs other related duties as assigned.

D. Job Requirements/Qualifications

Skills, Knowledge and/or Abilities Required:

- General health care procedures
- Standard Office equipment and computer skills
- Record keeping techniques
- Interpersonal skills using tact, patience and courtesy

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- Work effectively in a multi-ethnic setting
- Communicate effectively with individuals from varied educational and cultural backgrounds
- Establish and maintain cooperative working relationships with others
- Relate positively to children
- Work under minimal supervision accurately and with attention to detail
- Be flexible, tactful, use mature judgment, exhibit integrity and resourcefulness
- Maintain accurate records
- Meet schedules and deadlines
- Be courteous, neat and clean at all times
- Understand and follow oral and written directions

Physical Demands:

- Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure,
- Use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs;
- Sitting for longer periods at a desk and in front of a computer; have the ability to occasionally lift up to 25 pounds, frequently lift up to 10 plus pounds and constantly lift a minimum of 5 pounds; have the capability to push 25 pounds maximum force and possess the capability to pull 25 pounds maximum force.
- Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

Work Environment: Work environment: Employees in this classification, work inside the exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other Atmospheric Conditions include Fumes and Odors (Copier Supplies); Dust (Dust and paper dust). The noise in the work environment is usually moderate.

Education and Experience Required:

- Education: High School Diploma or the equivalent
- Experience: Two (2) years of clerical and/or technical experience. Work experience in an educational setting, preferred.

Licenses, Certifications, Bonding, and/or Testing:

- Health Office Certificate
- Successfully pass District Test
- Valid California Driver's License
- CPR and First Aid Certification
- Bilingual -English/Spanish