

HEALTH TECHNICIAN

Purpose Statement

Under the general direction of the Superintendent or designee and the functional direction of the Credentialed School Nurse, the job of Health Technician is done for the purpose/s of assisting with and providing appropriate care and/or referral for ill, medically fragile and/or injured students as may be required; carrying out health screening in accordance with State laws and District policies; and providing clerical support in addressing the health needs of students.

Essential functions

- Administers first aid, medication, and mandated screenings (e.g. hearing, vision, scoliosis, lice checks, immunizations, height/weight, etc.) for the purpose of caring for the health needs of students, assisting the school nurse and meeting requirements as allowed by license or training and applicable laws, regulations and policies.
- Advises in the enrollment of students for the purpose of ensuring proper immunization history and verification of immunizations and/or conveying or receiving information.
- Assists nurse, students, and other school personnel for the purpose of providing specialized treatments, monitoring medical treatments and/or testing at school site.
- Cleans and organizes work areas (e.g. office areas, sinks, counters, etc.) for the purpose of maintaining a sanitary environment.
- Consults with School Nurse regarding a variety of issues (e.g. emergency situations, neglect/abuse, assessment needs, infectious/contagious diseases,) for the purpose of resolving immediate safety and/or health care concerns, minimizing infection and complying with the law.
- Distributes educational and instructional materials for the purpose of instructing teachers, students and/or parents on a variety of health subjects.
- Follows universal precautions and infection control procedures at all times for the purpose of minimizing the risk of transmitting contagious and/or infectious disease.
- Maintains inventory of school health and first aid supplies for the purpose of ensuring availability of material as needed.
- Maintains medical emergency cards and health records (e.g. mandated screening, immunization records, medication logs, accident reports, daily logs, etc.) for the purpose of resolving discrepancies in records and/or providing information required by legal and professional standards.
- Performs specialized physical health care for pupils and/or services that require medically related training as allowed by license or training and applicable laws, regulations and policies.
- Performs routine and emergency diabetes care tasks as allowed by license or training and applicable laws, regulations and policies.
- Performs record keeping, data entry and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting health services staff and keeping District data base current.
- Prepares a wide variety of written materials (e.g. logs, re-screen lists, student records, accident reports, notices, periodic and year-end reports, etc.) for the purpose of ensuring compliance with established regulations, documenting activities, providing written reference and/or conveying information.
- Reports unsafe environment conditions in the building or grounds to the principal for the purpose of ensuring the safety of students and staff.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction as may be required.

Schedules screenings, etc. for the purpose of coordinating activities and ensuring compliance with established regulations.

- Supervises and monitors students referred for illness and/or disciplinary actions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials; operating equipment used in medical profession; operating standard office equipment; including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: medical assessment and state requirements.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; setting priorities; and being flexible.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking and 40% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience: Job related experience within specialized field is required.

Education: High School Diploma or equivalent, plus course work required for the certificates and or licenses listed below.

Required Testing:
Pre-employment Proficiency Test

Certificates and Licenses:
CPR/First Aid Certificate
*LVN
(*certain assignments determined at time of employment)
Valid Driver's License & Evidence of Insurability

Continuing Educ./Training:
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status
Non Exempt

Approval Date
02/18/2016

Salary Grade
Classified: Range 22
w/ LVN / RN license: **Annual stipend of \$1000**