

JOB DESCRIPTION
Morongo Unified School District

Administrative Services

MO bg 109

HEALTH TECHNICIAN

Purpose Statement

The job of Health Technician is done for the purpose/s of assisting School Nurse in 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 assisting nurse and meeting requirements.
- 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 record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting health services staff.
- 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 students for the purpose of monitoring 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 Community College and/or Vocational School degree with study in job related area.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

CPR/First Aid Certificate

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

FLSA Status Non Exempt

Salary Grade Classified 22