

## HEALTH TECHNICIAN

### OVERALL JOB PURPOSE STATEMENT

Under the direction of a school site administrator and District Nurse, the Health Technician provides support in meeting the health needs of students, documenting and maintaining student information required by federal, state, and local agencies, and providing appropriate care and/or referral for ill or injured students as may be required.

### DISTINGUISHING CHARACTERISTICS

The Health Technician assists in establishing and maintaining accurate and timely student health and emergency data records, distributes medications to students in accordance with physician and parent instructions. The Health Technician provides first aid in the event of illness or injury to a student, assesses the degree of urgency in a situation and alerts site administrators and District Nurse of emergencies. The Health Technician notifies parents or other authorized persons when students need to be sent home and in emergency situations.

### ESSENTIAL FUNCTIONS

- Evaluates student illness or injury, determines the kind of assistance to provide and the course of action to be taken for the welfare of the student.
- Notifies appropriate staff and parents or other authorized persons when student becomes ill while at school.
- Maintains strict confidentiality of student health issues and student records.
- Administers first aid in accordance with established procedures and provides appropriate care for injured or ill students or staff.
- Maintains health and immunization records and ensures records are up-to-date.
- Reviews new student health and immunization records, notifies parent/guardian of missing information and updates student's records online.
- Distributes medications to students under prescription protocols and ensures appropriate and timely delivery of prescribed dosages.
- Maintains documentation of health-related records (e.g., accident reports, mandated costs, illness, medical emergency cards, immunization records, student office visits, accident reports.)
- Coordinates hearing and vision testing for District Nurse at assigned site and updates students' online records.
- Maintains a list of students who have a long-term P.E. medical excuse.
- Compiles data for reports (e.g., medication logs, dosage changes, lists of students visiting the health office, status reports, etc.) Notifies site administrator and District Nurse in emergency situations to ensure timely and adequate medical treatment for injured or ill students.
- Maintains a sanitary work environment (e.g., sinks, counters, cots, etc.) including a clutter-free work space to minimize the potential of student health risks. Contacts District Nurse to report cases of communicable disease.
- Participates in meetings as directed to convey and/or receive information.
- Assists the District Nurse in coordinating required health-related documents.
- Inventories health office supplies and requests supplies through the appropriate staff.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

## HEALTH TECHNICIAN

### KNOWLEDGE AND ABILITIES

There is a potential need to upgrade the knowledge and abilities listed below in order to meet changing job conditions.

#### KNOWLEDGE OF:

- Basic math
- CPR and basic first aid techniques
- Health and safety regulations and practices including those related to cleaning and sanitization
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Telephone techniques and etiquette

Knowledge of public and private health agencies, programs and services, applicable sections of State Education Code and other applicable laws. District policies and basic diagnosis terms can be learned on the job.

#### ABILITY TO:

- Understand written and oral instructions
- Schedule activities
- Collect and enter information into a database and generate reports
- Complete required documents
- Prepare and maintain accurate records
- Use basic, job-related equipment including pertinent software applications
- Work with others in a wide variety of circumstances
- Work cooperatively with a significant diversity of individuals and/or groups
- Work under limited supervision and within the scope of authority for the position
- Problem solve to analyze and resolve issues
- Evaluate student illness or injury
- Administer basic first aid
- Store and administer medications to students using legally accepted practices
- Adhere to safety practices
- Handle hazardous materials
- Establish and maintain files, records, reports and referrals
- Meet schedules and time lines
- Complete work while encountering many interruptions
- Plan and organize work
- Exercise confidentiality and discretion
- Communicate effectively both orally and in writing
- Read, interpret and follow rules, regulations, policies and procedures

## HEALTH TECHNICIAN

### WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Climbing/balancing on step stools; with assistance and devices provided, lift students weighing more than 100 lbs. at waist height and carrying up to 30 feet; pushing/pulling, including students in wheelchairs; kneeling; squatting/crouching; stooping/bending
Occasionally	Lifting up to 10 lbs. and carrying up to 20 feet (supplies), pushing and pulling; handling/simple grasping; reach at, above, and below shoulder; standing; twisting back; neck flexion/rotation
Frequently	fingering/fine manipulation; sitting; walking

### AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely. Vision ability to see near, distant, color, depth and peripherally.

### ENVIRONMENTAL CONDITIONS

Exposure to bodily fluids

### EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job functions, typically consistent with graduation from high school or equivalent. Requires one year of clerical experience involving frequent contact with the public.

### REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

### CERTIFICATES

CPR/First Aid Certificate

### CONTINUING EDUCATION/TRAINING

Maintain current CPR/First Aid Certification, participation in ongoing job-related training as assigned.

### CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.