

STUDENT HEALTH CARE SPECIALIST

JOB SUMMARY

The Student Health Care Specialist provides specialized health care services and procedures. The Student Health Care Specialist is an itinerant position and may perform assigned duties at school sites, during student transportation or at offsite locations based upon student needs. Employees in this classification report to special education and school site administrators and also receive direction from District Nurses.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The may perform any combination of the following under the direction of a supervisor:

- Administers first aid and specialized medical treatment as needed following District protocols, physician's orders, and best practices. Tasks may include but are not limited to: tracheotomy and oral suctioning, catheterization, oxygen administration, nebulizer treatments, vital sign monitoring, and gastrostomy tube feedings.
- Implements and maintains specialized health and personal care procedures to ensure students health and personal care needs are met.
- Administers medication (oral, injectable, rectal) according to physician's prescription or parent directive.
- Monitors students for health changes or concerns.
- Evaluates situations, determines best course of action and follows through on necessary steps to best meet the needs of students.
- Contacts parents, care providers and medical personnel as required.
- Completes required forms and documents services as required; communicates information as appropriate.
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- Compiles, enters and verifies data and produces reports.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Reports instances of suspected child abuse or neglect as well as student use of nicotine, illegal drugs or alcohol.
- Applies and clearly explains District and worksite policies and procedures.
- Assists Health Technicians as needed including covering assignments during absences and assisting Health Technicians in the performance of their duties during peak work periods.
- Accompanies students to and from school or other school-related activities in District-provided transportation to address potential medical or health issues.
- Maintains a clean and sanitary work environment.
- Attends job-related trainings as needed or directed.
- Travels to multiple school sites to perform assigned duties.
- Performs other job-related duties as assigned.

STUDENT HEALTH CARE SPECIALIST **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

KNOWLEDGE OF:

- Current nursing practices and procedures.
- Operation of specialized medical equipment.
- Health and safety regulations including universal precautions.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, calendars, and email.
- Correct English usage.
- Basic business writing.

ABILITY TO:

- Administer appropriate first aid and medical treatment.
- React appropriately in emergency situations.
- Keep up-to-date with emerging practices and techniques in the medical treatment field.
- Compose basic written communications.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.
- Travel to and from multiple school sites to meet student medical needs.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with completion of an accredited nursing licensing program. One year of related experience is required.

DISTINGUISHING CHARACTERISTICS

The **Student Health Care Specialist** provides specialized health care services and procedures to support students' medical and health needs.

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Differentiation between Student Health Care Specialist and positions above and below are distinguished as follows:

The **District Nurse** serves in an advisory/supervisory capacity in all matters relating to district health programs. The assignment requires a valid California registered Nurse License as well as a California credential in Health and Development or Designated Services with a specialization in Health.

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. It is a non-licensed assignment.

REQUIRED TESTING

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

LICENSES AND CERTIFICATES

A valid California Licensed Vocational Nurse or Registered Nurse license. Valid CPR/First Aid Certificate. Valid Class C California Driver's License.

CONTINUING EDUCATION/TRAINING

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.

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

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AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of some students may expose the incumbent to behavior that includes biting, hitting, bolting away, and/or abusive language. There is also potential for exposure to bodily fluids and biohazardous materials.