

JOB DESCRIPTION
San Diego County Office of Education

HEALTH SERVICES TECHNICIAN (Grade 041)

Purpose Statement

Under general supervision, performs a variety of health care services involved in administering first aid, dispensing medications, and providing first aid and emergency care to students and staff, and provides supplementary office support in any educational or school setting.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Essential Functions:

- Provides health care for ill or injured students and staff members.
- Administers first aid treatment for injuries and illnesses.
- Assists with cleaning and maintaining the health office and other areas used for medical purposes, including but not limited to medical equipment, materials, and linens.
- Completes required paperwork.
- Administers prescribed (per doctors' orders) and non-prescribed (per parent orders with doctor approval) medication and implements medical orders for the care of students.
- Maintains records of medication and medical treatment.
- Keeps accurate records of medical supplies.
- Communicates in person and/or by phone with physicians, nurses, parents, teachers, and staff concerning treatment and handling of ill or injured students.
- Responds to requests for information and assistance in person, over the phone, and through e-mail.
- Answers the phone; takes messages and/or refers caller to appropriate staff or resource.
- Enters data into databases.
- Maintains files where discretion is involved in assigning items to proper place.
- Performs simple recordkeeping or statistical compilation.
- Compiles and prepares materials for distribution, including electronic formats.

- Operates a variety of office equipment, including computers, adding machines, calculators, and copiers.

Other Functions:

- May be asked to supervise students detained for disciplinary reasons.
- Performs other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES, OR OTHER REQUIREMENTS:

One of the following certificates must be attached to the online application:

- A current American Red Cross or American Heart Association First Aid Certificate and American Red Cross or American Heart Association CPR Certification, OR
- First Responder Certificate, OR
- EMT 1, 2, 3, or 4 Certificate, OR
- Other certification determined equivalent by the SDCOE

The original certificate must be presented prior to appointment. Once employed, Health Services Technicians are required to maintain their certification.

EDUCATION AND EXPERIENCE:

A combination of training and experience sufficient to demonstrate possession of the knowledge and abilities described below. Qualifying experience typically includes a minimum of six (6) months experience providing direct health care services or emergency medical assistance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student health services related to injuries and illnesses.

Policies, procedures, and practices related to health issues, medical terminology, and related activities.

First Aid and age-appropriate CPR techniques.

Health and safety regulations.

Modern office practices, procedures, and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Assess and provide first aid care to ill or injured students, visitors, and staff.

Apply appropriate care and procedures related to ill or injured students and staff.

Assist individuals with specialized health care needs.

Prepare and maintain a variety of medical-related records, logs, and files.

Understand and follow oral and written directions.

Read, explain, and follow rules, regulations, policies, and procedures.

Plan and organize work.

Communicate effectively both orally and in writing.

Perform clerical duties such as filing, typing, duplicating, and maintaining records.

Operate computer and medical equipment as required.

Work in an effective and caring manner with children and adults.

Establish and maintain cooperative and effective working relationships with coworkers, parents, and students.

WORKING CONDITIONS & PHYSICAL ABILITIES:

May work in a variety of settings, including urban community schools, outdoor education programs, or other educational settings: school site office; surrounding campgrounds and buildings; indoors and outdoors in all weather conditions; all areas of camp, including fields, and trails.

Must be able to hear and speak to exchange information in person and on the telephone or by two-way radio; see to perform assigned duties including to read various documents related to assigned tasks; to walk, sit, or stand for extended periods of time; possess dexterity of hands and fingers to operate computer keyboard and other office equipment; to kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects and occasionally to lift and carry 20-40 lbs.; load and unload supplies and set up equipment; to traverse across uneven surfaces.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from that of the professional Registered Nurse in that although both classifications perform general health care services and first aid response, the latter provides the lead health care duties and is responsible for the overall functioning of the Health Services Unit. Additionally, the Health Services Technician provides clerical support as directed or when health services duties are not required. These positions may be found in outdoor education school locations and may require remaining in school overnight as part of assigned duties.

Established	Revised	FLSA Status	Salary Grade
11/2005	07/09; 10/10; 9/12; 11/12; 05/16; 11/21	Non-Exempt	Classified Support Grade 041