

HEALTH CARE SPECIALIST

DEFINITION

Under direction, performs a variety of health care activities involved in administering first aid, dispensing medications, and providing medical treatment and emergency care services to students enrolled in the Outdoor Education program; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager of Outdoor Education. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional health care duties in support of Outdoor Education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of health care activities involved in administering first aid, dispensing medications, and providing medical treatment and emergency care services to students enrolled in the Outdoor Education program.
- Dispenses medications to students according to physician instructions; maintains medication logs and records; reviews student medical forms to verify completeness and identify student health care needs; implements services to assure health care needs are being met.
- Screens and evaluates medical conditions of students; examines students and identifies illnesses, injuries, and medical emergencies; provides treatment and administers first aid and emergency medical care as necessary; coordinates response to emergency situations.
- Counsels students concerning health care, personal, and other issues as directed; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Monitors students with specialized health conditions and dietary needs; ensures students receive adequate medical services for optimal health; advises students, parents, and staff concerning special medical and dietary needs among students.
- Follows and maintains the COVID 19 response plan; tests, records, and submits results according to established guidelines; maintains testing inventory and records.
- Prepares and maintains various records, reports, and files related to students, treatment, accidents, and assigned activities.

- Utilizes a variety of medical instruments and equipment such as an oxygen breathing apparatus and nebulizer.
- Communicates with personnel, parents, and outside agencies to exchange information and resolve issues or concerns.
- Monitors and maintains adequate inventory levels of first aid and emergency medical supplies; orders, receives, and ensures proper storage of supplies.
- Maintains the health office and other work areas in a clean, orderly, sanitary, and safe condition.
- Observes and complies with all County and mandates safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an associate degree from an accredited college with major coursework in health science, nursing, or a closely related field.

Experience:

- One year of progressively responsible experience providing nursing or emergency medical services.

Licenses and Certifications:

- Possession of a valid California certification as an Emergency Medical Technician or Licensed Vocational Nurse, to be maintained throughout employment.
- Possession of a valid First Aid and CPR Certificate issued by an authorized agency, to be maintained throughout employment.
- This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Principles and practices of health care, including knowledge of first aid and emergency interventions.
- Public health matters such as epidemiology, communicable diseases, psychological trends, and other health issues.
- Practices and procedures involved in the establishment and implementation of treatment and therapeutic plans for common illnesses, injuries, and mental health crises.
- Basic first aid, cardiopulmonary resuscitation (CPR), and health assessment techniques.
- Purposes, uses, and operating characteristics of a variety of equipment and supplies used in the provision of medical care, treatment, and related services.
- Principles and methods of patient counseling and training.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best

practices pertinent to the assigned area of responsibility.

- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, parents, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide health assessments and care to evaluate the physical and mental health needs of patients.
- Implement treatment or therapeutic plans as appropriate, following policies and procedures.
- Administer first aid, CPR, and routine and emergency treatment procedures.
- Administer physician prescribed medication and treatment.
- Understand technical and medical terminology.
- Recognize adverse signs and symptoms and react swiftly in emergency situations.
- Operate medical equipment.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids when rendering first aid, CPR, or treating patients. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.