

Health Technician

Purpose Statement

Under general direction, incumbent provides health care to students and staff by performing health screenings, providing first aid, administering medication and treatments, maintaining health records, ensuring immunization compliance, and presenting health information to students, families and staff to promote wellness.

Essential Functions

- ✓ Administers basic first aid, screens ill or injured students, school personnel and assesses level of care needed. Documents all accidents/illnesses and completes accident reports according to District procedures.
- ✓ Organizes and maintains health office and health records in compliance with federal and state laws. Reviews immunization records to insure compliance. Orders and maintains school health equipment and first aid supplies.
- ✓ Administers daily medications and treatments in accordance with District procedures under supervision of the principal, as directed by the physician, with parental consent. Ensures medications are properly stored and secured in locked cabinets.
- ✓ Consults with principal on matters related to emergency situations, suspected child abuse, contagious diseases, or other medically sensitive situations. Provides health information that may affect student performance in academic, social or psychological areas.
- ✓ Provides specialized health care treatments approved by the student's physician or other licensed health professional, the parent or legal guardian, after consulting with and receiving training from the district Lead Nurse.
- ✓ Presents age appropriate health information to students and staff including education on hygiene, administration of emergency medications and other health related topics.
- ✓ Organizes and performs screening procedures for hearing, vision and lice. Maintains health records in compliance with federal and state laws.
- ✓ Performs other duties of a similar nature or level including attending meetings as scheduled by the district Lead Nurse.

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 periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid and CPR; operating standard office equipment using pertinent software applications; operating equipment used in health care; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: medication side effects/reactions; childhood diseases; physical assessment, specialized treatment; and first aid/CPR.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and

problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective relationships, especially with school age children; displaying tact and courtesy; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with frequent interruptions. .

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. 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.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 35% walking, and 40% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Two years experience in a healthcare setting or school health environment
Education: High School diploma
Equivalency:

Required Testing:

Certificates and Licenses

Valid CPR certification prior to hire;
Valid First Aid certification prior to hire.

Continuing Educ. / Training:

Clearances

IVP Fingerprint Clearance Card Required,
Measles/Mumps/Rubella Immunity/Vaccination/TB
Clearance/ Measles/Rubella
Immunity/Vaccination
Valid form I-9

FLSA Status
Non Exempt

Approval Date

Salary Grade
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