

HEALTH SERVICES TECHNICIAN

DEFINITION

Under general supervision of the site supervisor and/or the Senior Director of Student Services, assists with a variety of moderately difficult functions in the student health program; performs a variety of clerical and other administrative support duties; serves as a communication link with parents; interprets District Home Hospital policy and regulations; assists school nurse with regular and special education health screenings and tests; and performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- performs a variety of clerical tasks, including typing, data entry, proofreading, filing and recordkeeping; compiles information and prepares reports and summaries
- answers telephone, screens and directs incoming calls; provides information and data to staff, students, parents and the public as requested and in accordance with established policies and procedures
- assists with the coordination and organization of TB testing and immunizations clinic days
- maintains vaccine inventory and coordinates with Health Services Vaccine Coordinator to place vaccine orders when needed
- assists in handling confidential and sensitive health records for students and others; under guidelines set by California law (Health and Safety Code 120440) input vaccine information in the California Immunization Registry (CAIR); process medical release requests for medical charts and/or letters of verification
- assists nurse with vision and hearing assessments; schedules appointments for IEP's as needed throughout the school year; provides interpretative services for parents/guardians with limited English speaking ability
- assists with CPR and First Aid trainings; registers employees for required trainings, accepts payments/issues receipts, setup of equipment for trainings, process and submit course records to the American Red Cross/American Heart Association for Certifications of Completion
- review and process vision referrals for students submitted by School Nurses; account for all necessary documentation needed to determine appropriate financial assistance and verify the students eligibility for a no cost eye exam and/or glasses
- collects data from School Nurses and Health Clerks from various sites to compile monthly statistical reports and/or meet annual State/County reporting deadlines
- assists in organizing and coordinating the Family Life presentations; update and prepare parent letters, student waivers and advisory memorandums to Elementary and Middle School Principals; coordinate a viewing/distribution schedule with Health Clerks and Teacher Resource Center to ensure the necessary materials-ups when necessary

and immunizations, TB skin test results;

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R/First Aid training registration; issues

stamps mail, budget transfers, types

portation, and Use of Facility

tor temperatures

HEALTH SERVICES TECHNICIAN

QUALIFICATIONS

Knowledge of: Modern office procedures, methods and techniques, basic mathematical concepts; routine record storage, retrieval, and management procedures; English usage, punctuation, spelling, grammar; standard policies and procedures pertaining to student health services principles, equipment, supplies and terminology commonly associated with a student health facility.

For bilingual positions: knowledge of written and oral Spanish. Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

Ability to: Perform general clerical work of above average difficulty with speed and accuracy; perform basic mathematical concepts with speed and accuracy; communicate effectively with school staff, parents, and work cooperatively with those contracted during the course of work; evaluate emergency situations and determine an appropriate course of action; patient and receptive attitude toward limited and non-English speaking persons; understand and follow oral and written directions; establish and maintain cooperative working