

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: HEALTH SERVICES TECHNICIAN (Grade 41)

DEFINITION:

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 in an outdoor education school; provides supplementary office support for all functional areas of outdoor education.

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 sick students and staff members.

Administers first aid treatment for injuries and illnesses at camp and on the trail to students and staff.

Assists with cleaning and maintaining infirmary, medical equipment, 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 sick or injured students.

Assists with cleaning outdoor education facilities as needed;

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.

NON-ESSENTIAL 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 months experience providing direct health care services or emergency medical assistance.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student health services related to injuries and illnesses.

Outdoor Education Program 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 and injured students and staff.

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

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:

Outdoor education school: school site office and surrounding camp grounds 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 in that it has responsibility for the overall functioning of the Health Services Unit. Additionally, the Health Services Technician provides clerical support to outdoor education units as directed or when health services duties are not required. These positions are found only at outdoor education school locations and may require remaining in school overnight as part of assigned duties.

Established	Revised	FLSA Status	Salary Range
11/2005	07/09; 10/10; 9/12; 11/12; 05/16	Non-Exempt	Grade 41