

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

**POSITION:** Substitute/Relief Health Technician, Environmental Education

**HOURLY RATE:** \$18.51/hour

**DUTIES AND RESPONSIBILITIES:** 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 programs in Environmental Education; maintains records of medication and medical treatment; and perform other (non-medical) environmental education duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** The Substitute/Relief Health Technician must possess a valid California Emergency Medical Technician Certificate, or certification as a Wilderness First Responder or Wilderness First Aid. First aid and CPR certification is also required. Substitute/Relief workers in this position receive general supervision within a specified framework on policies and procedures.

### **ESSENTIAL/TYPICAL DUTIES**

Administers prescribed (per doctors orders) and non-prescribed (per parent orders, with doctor approval) medication and implements medical orders for the care of students

Administers first aid treatment for injuries and illnesses at camp and on the trail

Ensures the Parent Permission and Health Authorization forms are properly filled out

Maintains records of medication and medical treatment

Supervises students under isolation in the health office

Communicates in person and/or by phone with physicians, nurses, parents, teachers, and staff concerning treatment and handling of sick or injured students

Makes arrangements for and monitors students on special diets as per guardian and/or doctor's instructions in conjunction with kitchen staff.

Makes arrangements for and monitors students with special sleeping needs (i.e. sleepwalking, bedwetting)

Works with parents, teachers, and Walden West staff to provide medical care for students

Assists in the transportation of students who are hurt or have become ill to home or a nearby hospital when necessary

Assists with instruction of natural science and other program activities

Responds to situations involving students and student behavior on a routine basis

Assists in the organization and supervision of high school cabin leaders

Checks all cabins for cleanliness to meet health and safety standards

Assists visiting teachers in their duties

Performs all other related duties as assigned.

### EMPLOYMENT STANDARDS

#### Possession of:

A valid California Driver's License and driving record which meets the County Office of Education's insurance requirements

Current California Emergency Medical Technician Certificate, or Wilderness First Responder Certificate, or Wilderness EMT Certificate, or Wilderness First Aid

A valid First Aid and CPR certification

#### Ability to:

Supervise and provide appropriate health services to school-age (primary & secondary) students and staff in a residential outdoor science school

Interact cooperatively and effectively with school officials, parents, students, staff, and the general community

Ability to make independent decisions and respond to emergency situations and provide guidance to staff

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work and deal constructively with conflict

Ability to meet accuracy and productivity requirements in order to perform the outlined tasks of this position

Ability to manage time efficiently

Ability to operate standard school health office equipment

Ability to do simple math including addition, subtraction, multiplication, and division, calculate percentages and decimals

Ability to communicate in the English language

Establish and maintain effective work relationships with those contacted in the performance of required duties.

### EDUCATION AND EXPERIENCE

Generally, any combination equivalent to: associates degree with course work in health science, nursing, or a related field and one year experience providing nursing or emergency services preferably in a residential outdoor school in a position interacting with similar student populations.

BARGAINING UNIT: Substitute Workers Unit

WORKING CONDITIONS

ENVIRONMENT: School site office and surrounding campus; indoors and outdoors in all weather conditions; all areas of a school campus including fields, school buses, hallways, classrooms, and restrooms, trails, etc.

PHYSICAL REQUIREMENTS: Agility and strength to protect self from attack; hearing and speaking to exchange information in person and on the telephone, or by two-way radio; seeing to read various documents related to assigned activities; seeing to read small print in adverse lighting and at night; depth perception, prepare, and proofread documents, perform assigned duties; walking, sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects, traversing across uneven surfaces such as stairs, pavement, etc.

SPECIAL REQUIREMENTS

Be readily available Monday through Friday in order to provide 24-hour medical related care to staff and students and must be on-call in the evenings

Occasional to frequent lifting and carrying 20-40 lbs; load and unload supplies, and set up equipment

Ability to stoop, climb, grasp, push, pull, reach above and below shoulder level, squat, and bend; and to traverse uneven terrain that may include mud or dirt

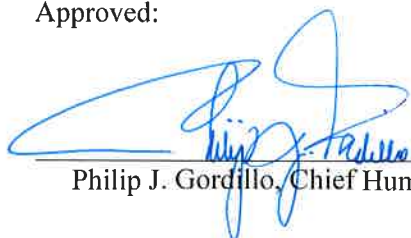
Ability to hike on trails for up to two miles, and traverse steep, narrow trails and on uneven terrain while carrying equipment

Lead and help students on hikes to the various teaching locations

Ability to use computers and other technological equipment, telephone, and fax machine

Ability to safely and efficiently operate and automobile

Approved:



Philip J. Gordillo, Chief Human Resources Officer

03/23/11  
Date