

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: HEALTH TECHNICIAN - ENVIRONMENTAL EDUCATION**

#### **BASIC FUNCTION:**

Under the supervision of the Director I – Environmental Education, provides a variety of health services for ill or injured students enrolled in an Environmental Education residential outdoor school program; screens student complaints, administers first aid/CPR, dispenses medication, provides medical treatment and emergency care services to assigned students; maintains records of medication and medical treatments; performs routine clerical duties as assigned.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Provides a variety of health services for ill or injured students; assists in the preliminary evaluation and documentation of student health conditions and complaints; determines appropriate action to be taken; notifies parents, staff and others of student illness, injury, health issues and concerns, or emergencies as needed.

Screens student complaints to report medical conditions; takes and records temperatures; provides ice packs and administers first aid to students for injuries and illnesses at camp and/or on hiking trails; performs CPR procedures in emergency situations as needed.

Dispenses prescribed medications and may administer injections according to physician instructions, parent consent and established County Office of Education procedures as directed, which may include, but is not limited to insulin, and upon employee voluntary consent diastat and epinephrine, with proper training; monitors student side effects and notifies parents, appropriate personnel and agencies as required.

Utilizes standard medical supplies, medical instruments and devices, health screening tools and first aid supplies.

Serves as a technical resource to students, parents and staff concerning health services, issues, problems and related information; responds to inquiries and provide detailed information concerning health care services and procedures.

Assists student with injuries such as cleaning wounds, applying antiseptics and bandages; responds to student complaints and assess medical conditions related to head and stomach aches, fever, rashes, injuries, scrapes and other ailments.

Performs routine clerical duties such as filing, typing, answering phones, preparing student records, sending faxes and duplicating materials.

Establishes and maintains student health records and files; maintains records of medication and medical treatments; prepares, maintains and updates logs, records, reports and files with student information related to health, immunization, medications, illnesses, screenings, emergencies, health office visits, accidents, medical issues and assigned duties.

Inputs a variety of student health data and other information into an assigned computer system; generates computerized lists and reports as requested.

Communicates with parents, health care providers, other departments regarding student condition and care.

Composes and distributes a variety of correspondence such as emails, letters, forms and notifications related to student health and assigned activities; prepares, processes and verifies accuracy and completeness of various forms and applications.

Provides guidance to classroom and educational support staff in reinforcing instruction to individual or small groups of students in an Environmental Education residential outdoor school program.

Assures parent permission and health authorization forms are accurate and complete.

Monitors, researches and responds to health issues of students with special needs, allergies and medical conditions.

Maintains order and discipline in student health office; maintains log of students visiting the health office.

Maintains the health office in a clean, orderly and safe condition; monitors student and staff cabins for cleanliness and to meet health and safety standards.

Provides health care related training to school and volunteer staff as directed.

Makes arrangements for and monitor students on special diets as per guardian and/or doctor's instructions.

Responds to situations involving students and student behavior as needed.

Makes arrangements for and monitors students with special sleeping needs such as sleepwalking and bedwetting.

Supports office staff in interfacing with customers.

Provides work direction, supervision and training to student cabin leaders or volunteers.

Monitors inventory levels of health office supplies and materials; orders, receives and maintains health supplies and materials.

Operates a variety of office equipment including a computer; drives a vehicle to conduct work.

Participates in meetings and attends in-service training.

Assists in transporting ill or injured students home or to a nearby hospital or medical clinic as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Health office and related medical practices, terminology, procedures and equipment.

Health and safety regulations.

Clean and sterile treatment techniques.

General diagnostic methods for illnesses, injuries and medical emergencies.

Applicable sections of the State Education Code and other applicable laws including HIPPA.

County Office of Education organization, operations, regulations, policies and objectives related to position.

General health care practices and procedures.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Emergency medical treatment techniques.

Telephone techniques and etiquette.

Public health agencies and local health care resources.

Safe medication administration and side effects.

Personal hygiene practices.

Operation of a variety of office equipment, a computer and assigned software.

Methods of collecting and organizing health information data and information.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

First aid and CPR procedures.

Basic math.

**ABILITY TO:**

Provide appropriate health services in support of students enrolled in an Environmental Education residential outdoor school program.

Screen and assess medical conditions of students.

Examine students and identify illnesses, injuries and medical emergencies.

Provide treatment and administer first aid and emergency medical care as necessary.

Administer first aid, medications and injections according to established procedures.

Provide health related information to students in an Environmental Education program.

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

Prepare and maintain student health records and files.

Learn, interpret, apply and explain applicable regulations, policies and procedures.

Compile and verify to student health.

Screen students for various health and safety concerns.

Interpret and apply applicable laws, rules, regulations and policies.

Operate a variety of office equipment and a computer.

Utilize standard health instruments and first aid supplies.  
Plan and organize work.  
Work confidentially with discretion.  
Lift and move student safely.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports related to assigned activities.  
Complete tasks in an environment with constant interruptions.  
Work evening or variable hours.  
Establish and maintain cooperative and effective working relationships with others.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures;  
Perform clerical duties such as filing, duplicating, typing, and maintaining records.  
Make independent decisions and provide guidance to staff related to assigned activities.  
Perform basic math functions including addition, subtraction, multiplication, and division, calculate percentages and decimals.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Associate's degree with in health science, nursing, or a related field, and one year experience providing nursing or emergency services preferably in a residential outdoor school environment working with student populations.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certification.  
Valid California class C driver's license.  
Valid California Emergency Medical Technician Certificate, or certification as a Wilderness First Responder or Wilderness First Aid.  
Valid Licensed Vocational Nurse certification is preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and outdoor environment.  
Variable weather conditions.  
Driving a vehicle to conduct work.  
Evening or variable hours.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard, health instruments and other office equipment  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting or standing for extended periods of time.  
Lifting, carrying or pulling moderately heavy objects or students needing assistance.  
Reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.  
Bending at the waist, kneeling or crouching to assist students.  
Seeing to assess student illnesses and injuries.  
Walking across uneven surfaces.

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases.

Approved by Personnel Commission: December 14, 2016



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Kristin Olson  
Director-Classified Personnel Services

Date: 12/14/16