

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

CLASS TITLE: Health Services Specialist - Migrant Education

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To coordinate and facilitate the provision of health care services for students enrolled in Migrant Education Programs and their families and to provide health care information and resources as needed.

DISTINGUISHING CHARACTERISTICS

The Health Services Specialist requires organizational skills and technical knowledge in the health care field and requires knowledge of Migrant Education program performance standards, activities and operations. Employees in this class receive limited supervision within a framework of standard policies and procedures. This class may direct and monitor the work of others.

ESSENTIAL AND TYPICAL DUTIES

Monitors and participates in obtaining, updating and assessing of individual health information for the students enrolled in Migrant Education Programs; ensuring established dental/medical requirements are met and verified

Develops individual treatment plans for students; reviewing and evaluating individual health information, making referrals, and monitoring progress; works with parents, family services staff and teachers to assure follow-up health services are provided

Plans, coordinates, oversees and administers health screening tests; evaluating results for referral, providing parents with results; conducts re-screenings with students who do not pass initial vision and/or hearing screen

Ensures all health-related services and referrals are recorded in files of enrolled students; provides status reports on a timely basis or as designated by program

Maintains health information for students including, but not limited to, recording/charting and monitoring student health status and filing; uses data system, designated for Migrant Education, to enter and maintain health-tracking processes

Confers with teachers, staff, health care providers, community agencies and parents regarding health problems or related information; assessing needs, sharing information, coordinating referrals, and acting as a liaison

Provides health education resources for parents; developing and conducting health education workshops, assisting with the distribution of health information to children, staff and parents and providing information on an individual basis

Coordinates and/or facilitates health related information to be provided during home visits with parents

Participates in the development of health education curriculum for students and assists in the recruitment of health care providers

Maintains health supplies in good condition; ordering and distributing materials as identified and approved

Serves as on-site medical resource; evaluating illness or injury, administering first aid and routine health care to ill or injured students, identifying communicable diseases, completing appropriate reports, contacting parents, and checking on follow-up care; reviews site activities including medication administration

Participates in advisory councils, health related boards, case conferences, workshops and staff meetings as assigned

Identifies and utilizes public and private resources related to health care

Coordinates and monitors the implementation of health procedures at students school districts

May provide translation and interpretation of program materials during parent meetings, training, and at parent/teacher conferences and home visits

Performs related duties as required.

#### EMPLOYMENT STANDARDS

##### Possession of:

A valid California Class C Driver's License

A driving record which meets the County Office of Education's insurance requirements

Cardiopulmonary (CPR) certification

##### Knowledge of:

Health principles and practices

Local health related public and private agencies

Procedures, requirements and activities of the Migrant Education Program

Proper office methods, practices and procedures

Proper first aid practices and procedures

Cultural needs and problems of families associated with program area

Proper English including grammar, spelling, punctuation and sentence structure

##### Ability to:

Assess, evaluate and maintain health-related records

Perform, administer and evaluate routine health screening tests

Effectively plan and organize work activities

Effectively interpret and apply Migrant Education program provisions and requirements

Work closely with families of diverse cultural, racial and ethnic backgrounds

Effectively communicate in both oral and written forms

Establish and maintain records and files related to assigned functions including data entry, retrieval, analysis and reporting

Maintain confidentiality in regards to the health records of students

Prepare reports and correspondence

Operate standard office equipment including a desktop computer

Keyboard accurately at a rate required for successful job performance

Direct and monitor the work of others as assigned

Establish and maintain effective work relationships with those persons contacted in the course of work

May require:

The ability to speak, read and write in Spanish.

#### EDUCATION AND EXPERIENCE

Generally, the required knowledge and abilities will have been acquired through any combination of education and experience equivalent to the possession of a two-year degree from an accredited post secondary institution with a major in health science, health education, or a related field and at least three years of experience in a health, social service or similar education agency. Prefer a Medical Assistant Certificate and/or California School Audiometrist Certificate preferred.

**BARGAINING UNIT:** Office, Technical, and Business Services (OTBS) Unit

**WORKING CONDITIONS:** Duties are primarily performed in an office environment while sitting at a desk and at various school or program sites. Incumbents are subject to contact with or constant interruptions by staff, parents, or external agencies, demanding compliance issues or established timelines.

**PHYSICAL DEMANDS:** Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate desktop computer keyboard or other office equipment, reach with hands and arms, stoop, kneel, or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds. May occasionally lift children weighing up to 50 lbs.

**Personnel Commission Approval: June 22, 2006**