



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

HEALTH SERVICES TECHNICIAN

JOB SUMMARY

Under general supervision of the Director of Wellness and Community Outreach, or designee, the Health Services Technician serves as a member of the educational team by serving the needs of students and their families. This position assists with the management of students' health, providing health-related services, maintaining appropriate documentation which will allow students to attend school regularly and maximize their opportunities for learning.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Screen and examine students for injuries and complaints of illness or injury;
2. Make a determination of the course of action;
3. Respond to medical emergencies and administer first aid, emergency medication, and cardiopulmonary resuscitation;
4. Notify a parent or guardian or refer health problem to the school nurse as necessary;
5. Complete accident reports and record all procedures and treatments into Student information system and LEA billing forms;
6. Assist the Credentialed School Nurse with setting up health screenings and tests such as vision, dental and hearing and perform necessary follow up with parents and data entry;
7. Assist with inputting, monitoring, tracking immunizations and follow up on required immunizations through letters, telephone, and personal contacts with parents and up-date information and data records. Also assists with completing the annual immunization assessment (California Health, Safety Code §120375(c), (Kindergarten and 7th grade);
8. May facilitate virtual health care appointments or referrals;
9. Provide anaphylaxis management, seizure management, and diabetes management care as prescribed by the licensed medical provider and per HUSD Guideline for Diabetic Care during school hours;
10. Assist in the completion of accident reports and record all procedures and treatments in the Student Information System and LEA billing forms;
11. Update student health inserts for health information;
12. Dispense prescription and non-prescription medication as authorized by a physician, record dosages, and maintain security for storage of medications;
13. Assist with inputting, monitoring, tracking immunizations and follow up on required immunizations through letters, telephone, and personal contacts with parents and up-date information and data records. Also assists with completing the annual immunization assessment (California Health, Safety Code §120375(c), (Kindergarten and 7th grade);
14. Examine students suspected of having communicable diseases, notify parents, send notices, or exclude as necessary;
15. Requisition office and medical supplies and maintain health office facilities and equipment clean and sanitary;
16. Assist in disaster preparedness plans and drills;
17. Participate in special health programs on campus;
18. Assist students and parents in locating agencies that can help them with health-related problems;
19. Assist teacher to provide health support for students with medications and Specialized Physical Health Care Services for all off campus events;

20. Set up, closeout, and monthly Health Office tasks as outlined in (Health Services Policy and Procedure Manual. Prepares the office for Extended School Year and/or summer school where applicable;
21. Assist Credentialed School Nurse and Parents/Guardians with medical forms needed;
22. Collaborations with student attendance team and Credentialed School Nurse in regards to students with health and attendance issues;
23. Provide additional care outlined in a physician order or health plan provided and approved by a DSN;
24. Communicate Health Plan information to appropriate school staff about students; health problems, including the cafeteria manager, school administrators, PE Coaches, and educators under the direction of the Credentialed School Nurse;
25. With appropriate licensure (e.g., LVN), specialized procedures may be required on occasion (e.g. G-tube feedings/medications, catheterizations etc.);
26. Perform other related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Medical terminology and basic diagnostic procedures;
2. Basic symptoms of communicable and other childhood related diseases;
3. First aid and health care practices and procedures;
4. Basic clerical skills including keyboarding, filing, and indexing;
5. Proper English usage, punctuation, grammar, and spelling.

Ability to:

1. Analyze situations and initiate an effective course of action;
2. Learn and apply policies and procedures of the District's student health care program;
3. Prepare and maintain accurate, timely and complete health records and reports;
4. Understand and carry out oral and written directions;
5. Establish and maintain an effective working relationship with those contacted in the course of work;
6. Basic keyboarding knowledge at a rate sufficient to effectively perform the typing duties required of the position and computer skills;
7. Access and use District-adopted web-based systems.

EDUCATION / EXPERIENCE

Completion of approved nursing preparation program preferred. One year of experience in a hospital, medical office or other health service. Experience working with young children and adolescents is desired.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential functions of the position.

Physical Demands:

Sit, look down, turn neck (frequently); carry, push, pull, and lift 25 to 50 pounds of force (occasionally); walk, stand, bend, stoop, reach, twist (occasionally); Squat, kneel, push, pull, climb stairs (infrequently); Grasp/ manipulate materials, equipment, and supplies (frequently); use seeing, hearing & speaking (continuously).

Working Conditions:

Working Conditions Indoors, office/classroom setting; Drive a vehicle to conduct work; may come in contact with disgruntled individuals; Possible exposure to blood and other body fluids; Potential contact with blood-borne pathogens and communicable diseases; Potential exposure to chemicals, including antiseptics and disinfectants; Direct contact with students, staff, and the public; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

REQUIRED LICENSES AND/OR CERTIFICATES

1. Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment. Have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.
2. Possession of a Standard First Aid Certificate.
3. Must possess a current Cardio-Pulmonary Resuscitation Certificate.
4. Nursing license preferred.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Without LVN - Salary Range 31
With LVN - Salary Range 32
School Session Work Year

June 2023