



## HEALTH OFFICE TECHNICIAN

Board Revision Date: 05/16/18

### **BRIEF DESCRIPTION OF POSITION:**

Under the direction of the school nurse and assigned administrator, performs a variety of duties in support of student health services; administer basic first aid; screen ill students; prepare and maintain student health information, records and files.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- a. Collect and maintain emergency cards in a secure location.
- b. Provides a variety of activities in support of student health services, including screening of ill or injured students; responds to student health issues and problems; communicate with the school nurse, parents, staff regarding student health issues as needed.
- c. Maintains confidentiality of all student information except as appropriate under HIPPA or mandated reporter guidelines.
- d. Administer basic first aid and provide medical care and treatment to students as appropriate; take and record temperatures; apply bandages and icepacks as needed; dispense medication according to physician instructions; perform First Aid and CPR in emergency situations as needed.
- e. Utilize standard health equipment and supplies such as thermometers, and in some cases, provide specialized health care procedures, such as nebulizer.
- f. Assist with coordinating and arranging vision, hearing, and other health screenings or tests for students as directed.
- g. Initiate and receive phone calls; distribute and respond to various correspondence as directed.
- h. Collect and maintain emergency cards in secure location.
- i. Establish and maintains student health records and files; compile and verify student health information, immunizations; update information as needed.
- j. Perform data entry on student immunizations, office visits, health concerns, and other health information as directed.
- k. Collaborate with students, parents, and staff regarding health services and any related communications, as directed.
- l. Maintains the health office in a clean, orderly, sanitary, and safe condition.
- m. Assist in ordering, receiving, and maintaining inventory of first aid and office supplies.
- n. Performs other related tasks and assumes responsibilities as may be assigned by school nurse or a designated authority.

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Health office and related medical practices, terminology, procedures and equipment.
- First aid and CPR procedures.
- Record keeping techniques and basic math.
- Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and a variety of office equipment.
- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Universal safety precautions including hand washing and utilization of personal protective equipment.
- Child abuse reporting requirements.

#### Ability to:

- Perform a variety of activities in support of student health services.
- Screen for medical conditions.
- Determine appropriate action within clearly defined guidelines.
- Provide treatment and administer first aid and emergency medical care as necessary.

Inform school nurse of any student who may need a referral.  
Proper dispensing and administration of medications.  
Observe health and safety regulations.  
Perform data entry of immunization, health screening and emergency information.  
Prepare and maintain student health records with speed and accuracy.  
Learn, understand and apply District rules, regulations and policies.  
Understand and follow oral and written directions.  
Establish and maintain effective working relationships with others.  
Work cooperatively with others. Maintain records and prepare reports. Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Communicate in Spanish (preferred).

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of general clerical experience, current First Aid and CPR certifications required.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS:**

Office environment, with frequent interruptions.