

SPECIALIST HEALTH SERVICES

Purpose Statement

The job of SPECIALIST HEALTH SERVICES was established for the purpose/s of monitoring the health and welfare of students at high school site; documenting and maintaining student health information required by Federal/State/Local agencies; and providing appropriate care and/or referrals for the medically fragile and/or injured student as may be required.

This job reports to LEAD NURSE

Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Essential Functions

- Administers first aid, medication and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Assists nurse, students, and other school personnel (e.g. bilingual interpretation for parents) for the purpose of providing specialized treatments, monitoring medical treatments and/or testing at school site.
- Conducts programs and/or activities (e.g. health screening, health education, daily sick call, etc.) for the purpose of ensuring compliance with district processes/procedures and government mandated requirements.
- Develops health care plans in conjunction with Nurse for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
- Maintains health care plans, medical emergency cards, student health records (e.g. mandated screening, student's/patient's vital signs, height/weight/vision, emergency contacts, shot records, etc.) for the purpose of providing information required by legal and professional standards.
- Performs procedures for students as directed by a licensed health care professional (e.g. feeding tubes, catheterization, toileting plans, height/weight/vision screens, immunization, Hepatitis B vaccination, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured students.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, work related injuries, etc.) for the purpose of documenting and maintaining employee and students personal safety, a positive learning environment and adhering to Education Code, district and/or school policies.
- Reports students with contagious diseases to local public health authorities in conjunction with nurse for the purpose of minimizing infection and complying with the law.
- Responds to emergencies for the purpose of determining and implementing appropriate actions required to resolve situation.

Other Functions

- Cleans work areas, utilizing universal health precaution procedures (e.g. sinks, counters, laundry, etc.) for the purpose of maintaining a sanitary environment.
- Collaborates with parents, students, health care providers, and/or other agencies (e.g. Kids care, Eye Glass Program) for the purpose of promoting needed treatment, securing information and complying with legal requirements.
- Directs student workers for the purpose of guiding and monitoring their activities.

- Distributes information, under the direction of the school nurse, on medical treatments/medical information for the purpose of instructing teachers, students and/or parents on a variety of health subjects lice, drug prevention, personal hygiene, planned parenthood, emergency procedures, pertinent medical information, etc.).
- Maintains database of student information (e.g. obtaining emergency contacts, shot records, etc.) for the purpose of ensuring accurate information is readily accessible to authorized parties.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Refers students requiring further medical attention in conjunction with Nurse for the purpose of providing needed medical/dental treatment, counseling, etc.
- Review student records for permission slips for the purpose of ensuring authorization is on file prior to providing immunization/vaccination to students.
- Supervises students for the purpose of monitoring students referred for illness and/or disciplinary actions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: administering first aid
 applying assessment instruments
 computer skills
 communication skills
 handling hazardous materials
 preparing and maintaining accurate records
 using pertinent software applications.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bilingual (English/Spanish)
 health standards and hazards
 pertinent codes, policies, regulations and/or laws.
 working knowledge of school system.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed in hazardous conditions and in varying atmospheric conditions.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None specified

Continuing Educ. / Training

None specified

FLSA Status

Non Exempt

Certificates & Licenses

CPR/First Aid Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance

Approval Date

Salary Grade

Classified 5