

# MOUNTAIN VIEW SCHOOL DISTRICT

## HEALTH TECHNICIAN

### DEFINITION

Under the limited supervision of the Head Start Director, performs a variety of planning, organizing, and coordination functions and activities related to Head Start/State Preschool health and nutrition areas; performs specialized functions pertaining to student health and nutrition appraisals and referrals; prepares required health and nutrition reports; and does other related work as required.

### ESSENTIAL DUTIES

1. Performs a variety of services as a health and nutrition services communication link between the early childhood education programs, consultants, and members of the educational community.
2. Under the expertise of health and nutrition professionals/consultants, updates the health and nutrition written plan and develops policies and procedures according to best practice, Head Start Performance Standards and California Care Licensing.
3. Prepares required health and nutrition reports including but not limited to Program Information Report (PIR), LACOE Health Activity Report, Immunization Reports, Monthly Health Conditions Reports, Health Services Area Plan, and Health Services Action Plans.
4. Performs a variety of planning, organizing, and coordination functions and activities related to health and nutrition areas including but not limited to the Tuberculosis Parent Clinic Event, Health Awareness Events, health screening schedules, special menus, etc.
5. Determines and assists families with obtaining medical home, health insurance, health and dental services and follow up with approvals for children with no health/dental insurance.
6. Reviews at the preliminary level, maintains and monitors a variety of health and nutritional documents to determine child health status and maintains all recommended preventive pediatric health care based on the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) guidelines.
7. Processes all medical referrals, medication requests, and any other follow-up needed for students with special health and nutrition concerns.
8. Represents the health and nutrition service areas at Case Management, Student Study Team (SST), and Individualized Educational Plans (IEPs) as needed.
9. Develops and maintains community partnerships and resources providing health and nutrition services to Head Start families.
10. Prepares schedules of a variety of examinations pertaining to the health appraisal of students, including growth assessments and physical, vision, and hearing examinations.
11. Performs routine evaluations of student health conditions, illness and injury situations, and determines the need for emergency, supervisory, or administrative assistance.
12. Gives medication prescribed specifically for students by medical authority, following a closely controlled procedure, when the teacher is not available.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

1. Organization and coordination of specialized practices, methods, and techniques of above average to complex clerical functions;
2. Modern office methods and equipment, including automated record management and report writing;
3. Standard policies and procedures pertaining to student health services;
4. English and Spanish usage, grammar, spelling, and punctuation.

#### Ability to:

1. Establish and maintain comprehensive and accurate files and records, and complete concise reports as required;
2. Use word processing and data management software;
3. Communicate effectively orally and in writing in English and Spanish;

4. Evaluate student illness or emergency situations and determine appropriate course of action;
5. Understand and carry out oral and written directions;
6. Exercise sound judgment and initiative and reach sound decisions within established policies and guidelines;
7. Exercise tact, patience and courtesy in dealing with difficult, sensitive and confidential situations;
8. Type or keyboard;
9. Perform routine first aid, evaluate student illness or emergency situations and determine an appropriate course of action;
10. Establish and maintain cooperative working relationships;
11. Prioritize and exercise sound judgment with regard to all phases of student health.

#### **PHYSICAL DEMANDS**

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

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be;

##### Experience:

Three years of responsible and varied paid experience performing a variety of general office, school or health services related work, including some experience in organizing and coordinating specialized clerical functions.

One year experience in health care environment

##### Education

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in health services, data entry, word processing, record management, or other related skill areas.

##### **Desired**

Associate Degree in a related field

Licensed Vocational Nurse (LVN)

Computer Literacy

#### **CERTIFICATE REQUIREMENT**

Possession of a current First Aid Certificate issued by the American Red Cross, including CPR training

Possession of a valid California Motor Vehicle Operator's License