



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

HEALTH SERVICES TECHNICIAN

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of clerical duties related to mandated health screening and testing programs; prepare and maintain student immunization and health records and files; assist in administering first aid to students and staff; communicate with parents, students and staff to interpret District Home Hospital policy and regulations; assists school nurse with regular and special education health screenings and tests; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform administrative and clerical duties in support of Health Services office, prepare letters, memoranda, reports, bulletins and a variety of other documents related to student health screening; gather data from School Nurses and Health Clerks; prepare monthly statistical reports and/or meet annual State/County reporting deadlines.
- Monitor health services program activities and state-required surveys for reimbursements to District; update and certify a variety of records, lists, documents and reports to ensure accuracy and completion for submission; update calendars, schedules and health services event timelines.
- Monitor daily observation service records for Health Aides and LVN's for billing to receive state reimbursement; process medical release requests for medical charts and/or letters of verification.
- Compile and prepare a variety of state-mandated information and reports concerning required physical exams and submit to appropriate agency.
- Provide administrative support in entering immunizations into California Immunization Registry (CAIR2); enter and update immunization inventory; create new patient records and enter historical immunization records.
- Assist with the coordination and organization of TB testing and immunizations clinics; maintain vaccine inventory and coordinate with Health Services staff to place vaccine orders when needed.
- Review school site data regarding immunization compliance; may notify parents and students of needed immunizations; interpret and explain applicable laws, codes, rules, programs and regulations.
- Review and process vision referrals submitted by school nurses; ensure documentation needed to determine appropriate financial assistance and verify the student's eligibility for a no cost eye exam and/or glasses.
- Assist with CPR and First Aid training; register District employees for required health training, accept payments and issue receipts.
- May assist the Special Education Department with Preschool Assessments; may schedule appointments and follow-up with phone calls for vision and hearing screenings as indicated on student IEPs.
- Receive money payments occasionally for TB clinics and CPR/First Aid training registration; issues receipt and turns in money for bank deposits.

- Assist with coordinating and monitoring diabetic coverage and first aid follow-ups when necessary.
- Create and maintain health binders for student care plans, TB skin test results; monthly logs for Health Office visits, nurse statistics and special procedures.
- Performs other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office procedures, methods and techniques, basic mathematical concepts.
- Routine record storage, retrieval and management procedures.
- English usage, punctuation, spelling, grammar.
- Standard policies and procedures pertaining to student health services principles, equipment, supplies and terminology commonly associated with a student health facility.
- For bilingual positions: knowledge of written and oral Spanish. Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

ABILITY TO:

- Perform general clerical work of above average difficulty with speed and accuracy.
- Perform basic mathematical concepts with speed and accuracy.
- Communicate effectively with school staff, parents, and work cooperatively with those contracted during the course of work.
- Evaluate emergency situations and determine an appropriate course of action.
- Exhibit a patient and receptive attitude toward limited and non-English speaking persons.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Remain flexible and work in a multitask environment with frequent interruptions and changes in task priorities.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

One-year experience in clerical and administrative functions. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Department of Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.
- Verification of current First Aid and CPR certificate issued by the American Red Cross/American Heart Association is required at the time of employment and must be kept current as a condition of employment.

PREFERRED QUALIFICATIONS:

One year of aid or volunteer experience working in a medical office and/or experience working with school-aged children is desirable, but not required. Supplemental course work in administrative/clerical, data and records management is desired, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment.

PHYSICAL ELEMENTS:

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

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for extended periods of time.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

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

POTENTIAL HAZARDS:

Exposure to bloodborne pathogens and communicable diseases.

Revision Date: 2/1/2024