

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: HEALTH CARE SPECIALIST

BASIC FUNCTION:

Under the direction of the Principal, provide a variety of specialized health care procedures to students who are medically fragile and/or at risk of life threatening episodes; administer basic first aid and screen ill or injured students in accordance with applicable laws and regulations; prepare and maintain student health records.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide specialized health care procedures including urinary catheterization, caring of colostomies, blood glucose testing, tube feeding, Epi pen injections, tracheotomy care, suctioning, administration of oxygen and other procedures as needed; lift, position or move students according to established procedures as needed.

Administer basic first aid to students and staff as appropriate; screen student complaints relating to medical conditions; take and record temperatures; provide ice packs and bandages; prepare student accident reports.

Dispense medications according to physician instructions; maintain records of dosage including amount, time, medication, authorizations and related information; update physician orders in medication book.

Receive and review new students cumulative folders for appropriate immunizations, dental exams and physical requirements as required by the State; establish and maintain student health records and emergency cards; maintain health records in cumulative folders.

Gather and monitor student immunization records; review immunization records to determine compliance with State laws and requirements; send notices to parents regarding immunization expiration; follow up on conditional admissions; maintain related files, records and cards.

Assist with coordinating vision, hearing, scoliosis and various other screening tests and clinics for students as appropriate; maintain related records.

Perform first aid procedures in emergency situations and notify nurse, administrator, parents, physicians or paramedics as necessary; assist with maintaining the emergency/disaster plan and related supplies.

Operate specialized and other standard health care instruments; operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a personal vehicle to various school sites to conduct work.

Communicate with personnel, students, parents and various outside agencies to exchange information and resolve issues or concerns; refer major concerns to the site nurse as appropriate.

OTHER DUTIES:

Assist in implementing Individualized Education Program (IEP) objectives by utilizing the Sequential Tasks for Education Planning (STEP) system; assist in organizing and preparing instructional materials and recording appropriate data; assist with implementing lesson plans on motor, speech and language and sex education programs as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Specialized and standard health care practices, terminology, procedures and equipment.
Regular and special education methods and procedures involved in working with children's special health care needs.
Applicable laws, rules and regulations related to assigned activities.
Health, medical and safety regulations, methods and terminology.
Basic first aid and CPR procedures.
Clean and sterile treatment techniques.
Operation of a computer and assigned software.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide a variety of specialized health care procedures to students who are medically fragile and/or at risk of life threatening episodes
Screen students for various health and safety concerns.
Administer first aid and CPR and maintain current certifications.
Work well with students with specialized health care needs and their teachers.
Prepare and maintain student health records.
Interpret, apply and explain rules, regulations, policies and procedures.
Respond effectively and appropriately to emergency situations.
Observe health and safety regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.
Operate a computer and assigned software.
Work confidentially with discretion.
Lift and maneuver students as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and experience providing health services to children is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California certification as a Registered Nurse or Licensed Vocational Nurse.
Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required from an EMSA certified provider. Online certificates are not accepted. Maintain up-to-date certificates in first aid and CPR.
Valid California Driver's License. Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.
Driving a vehicle to various sites to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate medical equipment.
Hearing and speaking to exchange information.
Occasionally lift and move up to 25 pounds.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally to retrieve supplies.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and screen student health conditions.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.