

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: HEALTH CARE SPECIALIST

BASIC FUNCTION:

Under the direction of the Manager, Outdoor Education, perform a variety of health care activities involved in administering first aid, dispensing medications and providing medical treatment and emergency care services to students enrolled in the Outdoor Education program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of health care activities involved in administering first aid, dispensing medications and providing medical treatment and emergency care services to students enrolled in the Outdoor Education program.

Screen and evaluate medical conditions of students; examine students and identify illnesses, injuries and medical emergencies; provide treatment and administer first aid and emergency medical care as necessary; coordinate response to emergency situations.

Dispense medications to students according to physician instructions; maintain medication logs and records; review student medical forms to verify completeness and identify student health care needs; implement services to assure health care needs are being met.

Counsel students concerning health care, personal and other issues as directed; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Monitor students with specialized health conditions and dietary needs; assure students receive adequate medical services to assure optimal health; advise students, parents and staff concerning special medical and dietary needs among students.

Prepare and maintain various records, reports and files related to students, treatment, accidents and assigned activities.

Utilize a variety of medical instruments and equipment such as an oxygen breathing apparatus and nebulizer.

Communicate with personnel, parents and outside agencies to exchange information and resolve issues or concerns.

Monitor and maintain adequate inventory levels of first aid and emergency medical supplies; order, receive and assure proper storage of supplies.

January 18, 2006

San Mateo County Office of Education

Maintain the health office and other work areas in a clean, orderly, sanitary and safe condition.

OTHER DUTIES:

Assist staff with resolving student discipline issues as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Health office practices, terminology, procedures and equipment.
Diagnostic methods for illnesses, injuries and medical emergencies.
Medical procedures associated with special health care needs.
First aid and CPR procedures.
Health and safety regulations.
General health care practices and procedures.
Clean and sterile treatment techniques.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Screen and evaluate medical conditions of students.
Examine students and identify illnesses, injuries and medical emergencies.
Provide treatment and administer first aid and emergency medical care as necessary.
Counsel students concerning health care, personal and other issues as directed.
Dispense medications to students according to physician instructions.
Learn policies and objectives of assigned programs and activities.
Operate a variety of medical equipment and instruments.
Maintain records and files.
Meet schedules and time lines.
Observe health and safety regulations.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in health science, nursing or related field and one year experience providing nursing or emergency medical services.

LICENSES AND OTHER REQUIREMENTS:

Valid California certification as an Emergency Medical Technician or Licensed Vocational Nurse.
Valid First Aid and CPR Certificate issued by an authorized agency.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and screen student health conditions.
Walking.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.