

JOB DESCRIPTION
BILINGUAL COMMUNITY HEALTH TECHNICIAN
Range 40 Classified Salary Schedule – 225 Work Days (11 Months)

DEFINITION: The Community Health Technician, under the general supervision of the Special Education administrators and under lead direction of the school nurse, provides case management and follow-up services to students and families. S/he will routinely assist nurses with health screenings, assist in maintaining school records, and work with community resources and families to access and receive needed health care and follow up. Demonstrates core competencies regarding district values of: Advocates on behalf of students; understands the needs of the students and follows up when appropriate; provides appropriate alternative solutions to student issues; builds successful relationships with students to ensure a productive learning environment; values student achievement; understands his or her role and responsibility and how they contribute to student achievement; anticipates and responds quickly to student needs; contributes to creating and maintaining a positive and safe environment for students; treats all students fairly. This is currently a dual funded position divided between the high school and elementary districts.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Serves as a liaison between administration, teachers, staff and/or parents regarding medical issues and district health programs
- Serves as a liaison between school, home and community agencies in improving the health of school children, including consulting with Community Health agencies to access their assistance when appropriate
- Renders first aid as needed
- Refers students requiring additional medical attention for the purpose of providing required follow-up services
- Serves as triage intake coordinator and refers students to a professionally credentialed resource or school staff
- May maintain supplies throughout the campus, restocking first-aid kits as needed
- Records health and immunization information and secures data if incomplete, including vision and hearing in student records and updates as necessary
- Follows up on all students needing immunizations via notices, letters and/or phone calls
- Maintains and updates computer database of student health information
- Organizes health files for the school year and maintains throughout the year
- Assists in preparing, maintaining and updating all cumulative health records folders for all students
- Enters and retrieves computer health information using the district database system; keeps records updated through the year
- Audits Kindergarten files for CHDP exams in the spring
- Prepares and submits immunization reports to the state
- Assures confidentiality of information and records
- Assists with district-wide site disaster preparedness planning and/or health services
- Notifies staff and administration of students with special needs
- May distribute medical supplies to those teachers who use and desire them as needed
- Keeps completed religious exemption forms in special file
- Assists in coordination of mandated vision, hearing and dental screenings, including organizing schedules for each school
- Establishes and maintains an efficient filing and storage system in the health office for supplies, forms, records and other materials
- Provides verbal and written translation of students' health related issues for Spanish speaking parents. i.e. Family Life curriculum, flyers and letters to parents, communication to parents in reference to vision, hearing and scoliosis screenings, dental evaluation forms and communications to parents of Kindergarten through 12th grade students as well as medical diagnosis on individual cases, and general health notifications from the school nurse
- Interprets specific student's medical conditions for Spanish speaking parents and school nurse
- May provide in-depth orientation for selected students and families on health related issues
- Makes phone calls in relationship to medical school issues affecting attendance when required by school nurse
- Attends SST, 504, IEP and/or health plan meetings when appropriate and required by the nurse

- Drives to multiple school sites to provide health services
- Assists school nurse in compiling documentation and statistical information
- Performs other tasks as assigned and approved by administration, within health services

Knowledge, Skills and Abilities:

- Knowledge of school-related health care and first aid procedures
- Working knowledge of standard word processing software
- Perform work with accuracy and speed; keyboard at least 45 WPM;
- Apply clerical skills
- Knowledge of State and District health policies and regulations
- Knowledge of emergency classroom and school-wide health preparedness
- Knowledge of community resources
- Knowledge of school health requirements for admission and ongoing school enrollment
- Ability to interpret specific rules, laws and policies and apply them with good judgment
- Ability to establish and maintain positive, cooperative relationships with those contacted in the course of work
- Ability to speak, read, write and understand the English and Spanish language sufficiently to successfully receive and/or provide information to or from students, the public, co-workers and supervisors
- Ability to simultaneously handle multiple ongoing projects or processes
- May assist nurse with a wide range of student behaviors and academic abilities, which may include distraught or difficult students; ability to deal with difficult or distraught parents
- Ability to analyze situations and adopt a course of action; solve many problems independently without supervision
- Ability to attend evening meetings with parents and/or the community as needed

Education, Training and Experience:

HS diploma or GED required. Bilingual (in oral and written forms) in Spanish and English required. Experience working with, children, adolescents and the public, and experience in handling emergency situations desired. Minimum of two years' experience related to health services and/or community/student support services.

Certificate and License Requirements:

- LVN or RN license/certificate preferred
- Red Cross First Aid and CPR Certification must be current & maintained – required upon employment
- Valid California Class C Driver's License and satisfactory driving record

Physical Requirements:

Frequent bending, stooping, walking and lifting of objects/equipment up to 50 pounds may be required; record keeping requires substantial visual concentration and exposure to visual display terminals; potential for exposure to ordinary infectious diseases carried by students; required to take precautions to avoid exposure to student bodily fluids; may be required to attend to students' personal hygiene; may be required to move ill or injured students. Generally the job requires 70% sitting, 15% walking, and 15% standing. Driving between various sites is required for this position

CSEA Approval: June 10, 2015

Board Approval: June XX, 2015

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation, gender identity, gender expression, or genetic information at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.