Job Title: HEALTH SERVICES TECHNICIAN

SUMMARY
Under the direction of the Coordinator of Student Health and Psychological Services, performs a variety of semi-skilled clinical assistance and clerical duties assisting medical and nursing staff in a Student Health Services setting and on campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with direct health care procedures and related tasks; check in students, assists in obtaining student histories.

Takes and records student’s height, weight, vital signs such as pulse, temperature, respiration, blood pressure and vision tests.

Explains treatment procedures to students and prepares students for examinations, treatments and procedures.

Give injections or treatments; performs routine laboratory tests.

Assists health services personnel with various procedures.

Sets up instruments and equipment according to department protocol.

Prepares treatment rooms for examinations of students; cleans treatment rooms, instruments and equipment between student visits to maintain infection control; disposes of contaminated supplies.

Cleans sterilizer according to scheduled maintenance program and keeping appropriate records.

Inventories and orders medical supplies and materials; restocks treatment rooms.

Assists with direct health care procedures and related tasks; schedules and organizes student flow.

Answers telephone and greet students

Updates and files student medical records; assists students in completing insurance forms and helps reconcile insurance claims and payments.

Prepares and maintains health education and other office files, maintains confidentiality of sensitive materials and information; respecting and promoting student rights.

Assists with education and health promotion on specified health issues within established parameters.
Enters daily statistics into a computer data base.

Performs related duties as assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- First Aid and CPR.
- Clinical/Administrative procedures.
- Infection control standards.
- Appointment scheduling procedures.
- Inventory management practices.
- Student charts and student histories.
- Student screening procedures.
- Receptionist and telephone techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of office machines including computer equipment

**ABILITY TO:**
- Administer First Aid and CPR.
- To perform standard clinical procedures according to established protocols.
- Practice safety, environmental, and/or infection control methods.
- Maintain calendars and schedule appointments.
- Maintain student charts and student histories.
- Follow and carry out out-patient clinical and administrative procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Lift and/or carry objects weighing up to 25 pounds.
- Understand and follow oral and written directions.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and the equivalent of a certificate of completion from an accredited medical assistant program. One year experience as a medical assistant in an out-patient facility preferred. Bilingual in Spanish or Khmer desirable.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Red Cross Standard First Aid and CPR Certificate cards must be obtained before appointment. Valid California driver’s license and a driving record acceptable to the District for insurance purposes. Phlebotomy Certificate.
LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or staff of organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and calculate medication doses.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: December 4, 2006
Revised: