

## **HEALTH CARE TECHNICIAN**

**JOB SUMMARY**

Under the direction of the Special Education Director and the supervision of the Special Education Nurse, and/or site administrator, assist students who are medically fragile and/or at risk of life threatening episodes by providing specialized health care procedures. Assist in the instruction process and behavior management of students as needed.

**TYPICAL DUTIES**

Provide clinical care for students identified as needing specialized health care procedures that may include, but not be limited to, tube feedings; tracheotomy care; suctioning; administration of oxygen; administration of medication; percussion, etc. Will be required to move, lift, position, feed, and assist with bathrooming of students. Assist in implementing Individualized Education Program (IEP) objectives by utilizing the Sequential Tasks for Educational Planning (STEP) system. Help in organizing and preparing instructional materials and help record appropriate data. May supervise students in the absence of the teacher. May be required to use a computer as a teaching tool. May be required to swim with the children. May implement the teacher's lesson plans on motor, speech and language, and sex education programs. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and some work experience in a health care institution for children. Must possess a current California nursing License (RN or LVN), a current certificate of proficiency in CPR and First Aid.

**Knowledge of:**

Regular and special education methods and procedures involved in working with children's special health care needs. The operation of medical equipment such as suction machines, catheterization equipment, gastronomy feeding tubes, wheelchairs and walkers, etc. CPR, and other emergency health procedures and first aid techniques. Health, medical, and safety regulations and terminology. Record keeping techniques. Applicable laws. Modern office procedures and equipment. Communication skills. Telephone etiquette. Interpersonal skills.

**Ability to:**

Exercise professional judgment in providing daily care of students assigned. Handle emergency situations in a calm and effective manner. Maintain confidentiality. Work well with pupils who have specialized health care needs and their teachers, parents, and other staff members. Use appropriate communication skills in dealing with both children and adults. Lift and maneuver students. Follow through with written or oral suggestions. Lift and maneuver students. Follow established district procedures and guidelines.

**LICENSE**

Must possess a valid California Nursing License (RN or LVN), a current certificate of proficiency in CPR and First Aid, and a California driver's license and the ability to qualify for District vehicle insurance coverage.

**PHYSICAL ABILITY**

The selected candidate must be able to perform the duties of a rigorous work schedule, and pass a physical examination and drug screening. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.