

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SPECIALIZED HEALTH CARE SPECIALIST

RANGE: 13

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized physical health care services for students; travel to various school sites to perform a wide variety of nursing duties; prepare and maintain a variety of health records; assist teachers and other staff in the instruction, supervision and training of individual or groups of special education students; maintain a healthy and safe environment for students and staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform specialized physical health care services for students including suctioning, blood sugar testing, medication administration, catheterizations, gastric tube feeding administration, changing diapers, and other specialized nursing services; operate specialized medical equipment and instruments in the assessment and treatment of individuals.

Travel to various school sites within the County Office and perform a wide variety of nursing duties; respond to emergency situations; take temperatures; assess illnesses and injuries and apply first aid as needed; assess and assist students with seizures and maintain seizure disorder charts; obtain vital signs.

Assist teachers and other staff in the instruction, supervision and training of individual or groups of special education students; perform instructional support and physical care activities; assist students with vocation, motor, speech/language-communication, and leisure/recreation skills.

Lift students to move them to changing areas or positional equipment such as standers and walkers; place students from wheelchairs to floor mats; assist students by hand over hand walking; assist with positioning and restraining students as needed.

Assist with preparing food for students as assigned; assist students with feedings; maintain feeding records; operate a food processor, blender, can opener and microwave to prepare food.

Assist in administering tests and with the evaluation of student skills and progress; discuss individual student progress and development with appropriate instructional personnel.

Maintain a healthy and safe environment for students and staff; provide information to staff, students and parents regarding safety issues, hand-washing practices, and other health-related matters; assure cleanliness and sanitary conditions of medical instruments and offices.

Prepare and maintain records, reports and doctor orders and parental consents related to assigned activities; maintain IEP's; maintain student cum files and immunization records as needed; prepare

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Medi-cal billings.

Communicate with County Office, school personnel, parents/caregivers, group homes, law enforcement, health and social services representatives and other outside organizations to exchange information, coordinate activities and resolve other health-related issues and concerns.

Participate in parent and instructional staff meetings to discuss program development, IEP's, student progress and problems.

Accompany and monitor students on community-based instructional outings, school events and field trips as assigned; reinforce positive behavior in public settings; assist students in learning life skills such as communication devices.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

County Office policies and State regulations concerning student immunization.

Modern medical terminology, equipment and techniques.

Accepted methods and principles of personal hygiene.

Basic diagnostic methods for medical conditions and diseases.

Accepted medical assessment techniques.

Interpersonal skills using tact, patience and courtesy.

Public health agencies and local health care resources.

Health and safety regulations.

Operation of specialized medical equipment, machines and instruments.

Record-keeping techniques.

Proper lifting and moving of handicapped students.

ABILITY TO:

Travel to various school sites within the County Office and perform a wide variety of specialized health care duties.

Maintain a healthy and safe environment for students and staff.

Record data and information.

Establish and maintain files, records, reports and charts related to assigned activities.

Lift and move moderately heavy children.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Prioritize and schedule work.

Operate a variety of specialized medical equipment, machines and instruments.

Maintain confidentiality of student medical records.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in nursing or related field and two years related health care experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid First Aid and CPR Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Seeing to assess medical conditions and perform first aid.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate various medical instruments and equipment.
Bending at the waist, kneeling or crouching to assist students.
Lifting moderately heavy children from wheelchairs equipment or other areas as needed.
Carrying, pushing or pulling moderately heavy objects such as wheelchairs.

HAZARDS:

Cleaning chemicals.
Bloodborne pathogens and bodily fluids.
Communicable diseases.