

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILDREN'S CENTER HEALTH TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Child Development, provide a variety of health services for the District's Children's Center; maintain accurate and complete records regarding the health status of children.

REPRESENTATIVE DUTIES:

Observe and monitor the general physical health of arriving children; observe for skin color, general appearance, physical defects or abnormalities; check throat for swelling or redness as appropriate.

Maintain immunization records; notify parents of need for additional immunization per State guidelines; inform supervisor of children's immunization status.

Review the medical history of newly enrolled children; inform staff of conditions, precautions or observations that pertain to the child.

Review and sign accident reports; note if any additional review or treatment is deemed appropriate.

Communicate with parents, physicians, State and community agencies and District staff regarding the health status of children enrolled in the District's Children's Centers.

Administer first aid and assess seriousness of the injury; determine the child's readmittance according to established medical standards, laws and District guidelines.

Prepare and maintain health history folders including records of immunization, medical history and significant health data.

Maintain an adequate supply of first aid supplies and health forms; locate and obtain a variety of health resource materials to be available to parents and staff.

Establish and maintain good working rapport with children, parents, staff and community agencies; provide a resource for parents concerning health related questions, referrals, problems and guidelines.

Observe and assess the Children's Centers environment for safety and hygiene.

Implement health teaching and screening programs as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

First Aide and CPR procedures.

Medical terminology.

Principles of child growth and development.

State regulations regarding immunization requirements.

Common pediatric illnesses emergency procedures.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

ABILITY TO:

Learn, interpret, apply and explain District health procedures and guidelines.

Administer first aid to ill or injured children.

Appropriately respond to medical emergencies.

Provide and explain health services information to parents and staff.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Work cooperatively and effectively with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of a two-year nursing program from an accredited school of nursing and one year paid experience providing health care services to children.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, valid license as a Licensed Vocational Nurse and current CPR certificate.

WORKING CONDITIONS:

Children's Center and office environment; subject to bending, lifting and carrying of children and exposure to a variety of illnesses.