

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 244  
RANGE: 134  
NON-EXEMPT

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### HEALTH SERVICES SPECIALIST

#### **BASIC FUNCTION:**

Under the direction of the Senior Director of Health Services and under the direct supervision of an assigned supervisor, provide services as a Certified Nursing Assistant and/or Certified Medical Assistant and a variety of health-related services to students and school community members within Fresno County; travel with the health services team in the Mobile Health Unit (MHU); contribute to the maintenance and preparation of the MHU for transport to and from school site and/or clinic locations.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Assist with and evaluate illness, injury or medical situation of students during MHU Clinic appointment(s); prepare exam rooms.
- Assist with MHU projects and activities; provide assistance and serve as a liaison between students, school community members and Health Services MHU staff regarding Clinic programs and objectives and the importance of health maintenance.
- Assist in creating and maintaining MHU Clinic medical charts, including and not limited to verification of Medi-Cal information, appointments, visits, immunizations, vision and hearing testing results, and patient history.
- Assist with maintaining the MHU Clinic environment in a neat, organized, sanitary and safe condition including, but not limited to, requisition, receive and maintain inventory of products, forms, supplies and equipment for the purpose of ensuring consistent availability of required items, and appropriate equipment and supplies for Health Services staff.
- Communicate with school sites to schedule MHU Clinics, county office personnel and outside agencies to coordinate activities; and ensure adequate medical attention is given to students and school community members.
- Communicate with students and school community members to assist in awareness and understanding of various policies and procedures, health services and related functions; respond to inquiries and explain applicable laws, codes, rules, programs, regulations and health procedures; assist families with obtaining transportation as needed; make home visits to assist families with health-related issues as directed.
- Communicate with students and school community members to determine MHU Clinic eligibility; establish and maintain Clinic appointment schedule and/or other health services documentation; process appropriate billing. (e.g. Medi-Cal)
- Contribute to the maintenance and preparation of the MHU for transport to and from scheduled school site and/or Clinic locations including pre and post trip MHU vehicle inspections; keep record of mileage, fuel, and oil, daily, weekly and monthly vehicle maintenance and fluid level checks; prepare inventory and supplies for MHU Clinic appointments.
- Initiate and receive phone calls to notify family of pertinent student health issues as directed; prepare and distribute billings and health service correspondence.
- Perform various activities for the purpose of ensuring efficiency of the MHU and Clinics and compliance with established guidelines and/or administrative requirements.
- Produce documents, materials and reports for the purpose of disseminating information to appropriate personnel and/or county office departments and programs; input data using assigned software applications.

- Visit student and school community member homes, sites and centers to administer health procedures; load and unload medical equipment and supplies from assigned vehicle; prepare presentations to families regarding health needs and services as needed.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language.
- Serve as a liaison between County Superintendent, Health Services personnel, community health services, families and administrators, personnel, outside organizations or the public concerning assigned area; educate families in connection with obtaining available community resources and health services; refer families to community health services as appropriate.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Drive and operate the Mobile Health Unit.
- Work a flexible schedule as required.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic computer skills and modern office practices, procedures and equipment.
- Basic concepts of child development and typical child behavior characteristics as related to pediatric, adolescent and young adults.
- Basic vehicle maintenance.
- Clean and sterile treatment techniques.
- Health and safety regulations.
- Health office charting and documentation, practices, procedures and modern medical terminology and techniques.
- Medical symptoms and conditions applicable to children.
- Operation of a variety of related medical equipment and instruments.
- Public health agencies and local health care resources.
- Record keeping and report preparation techniques.
- Standard First Aid, CPR methods and procedures, concepts of Automatic External Defibrillator; abdominal thrusts and rescue breathing.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Administer basic first aid and screen ill or injured students in accordance with state laws and county office regulations.
- Assist Health Services staff in providing a variety of specialized health care services.
- Compile and verify data and prepare reports.
- Develop effective time management strategies in planning and organizing schedules and deadlines.
- Demonstrate an empathetic and receptive attitude toward students.
- Learn and observe applicable laws, codes, rules and regulation related to assigned activities.
- Maintain inventory of products, forms, supplies and equipment necessary for the effective operation of the MHU.
- Perform a variety of duties in operation of the MHU.
- Provide health related services to students and families at a variety of county office locations and within the MHU.
- Provide assistance to families in completing various health and/or insurance forms and documents; scheduling medical appointments; providing resources and referrals to community health services as appropriate and make home visits, as directed.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

**EXPERIENCE:**

- One year of experience as a Certified Nursing Assistant and/or Certified Medical Assistant preferred.
- Experience administering basic health services to students is preferred.

**LICENSURE AND OTHER REQUIREMENTS:**

- Read, speak, translate and/or write in a designated second language.
- Valid California Certified Nursing Assistant (CNA) certification and/or Certified Medical Assistant certification.
- Valid First Aid and CPR certification issued by an authorized agency.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.

- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at the time of hire and throughout employment with the County Superintendent.
- Valid Defensive Driving certification issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Driving the Mobile Health Unit (motor coach) to conduct work.
- Health office, school facility environment, and/or community-based environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Climb up and down steps to enter motor coach; check fluid levels of motor coach.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

*The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.*

**HAZARDS:**

- Contact with blood and other body fluids.
- Exposure to fumes, dust and odors.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.
- Potentially harmful outbursts from students.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 07/01/2003

Revised: 03/01/2007; 07/01/2015; 07/01/2015; 03/22/2016; 11/14/2017; 09/01/2020; 08/03/2021