

Health Office Job Description

Job Overview

We are seeking a dedicated and compassionate Medical Technician to join our team. The ideal candidate will possess a strong background in nursing with experience in various medical settings, including emergency medicine and outpatient care. As a School Nurse Tech, you will be responsible for providing comprehensive health services to students, ensuring their well-being, and promoting a healthy school environment.

Responsibilities

- Conduct health assessments and screenings for students, including vital signs and medical history evaluations.
- Administer emergency medications and injections as prescribed, ensuring compliance with medical documentation and HIPAA regulations.
- Provide first aid and emergency care in case of injuries or acute illnesses.
- Collaborate with parents, teachers, and healthcare providers to develop individualized healthcare plans for students with chronic conditions.
- Maintain accurate medical records and documentation using EMR/EHR systems.
- Educate students and staff on health-related topics, including hygiene, nutrition, and disease prevention.
- Monitor immunization records and ensure compliance with state health regulations.
- Respond to emergencies effectively while maintaining a calm demeanor.
- Participate in school health programs and initiatives aimed at promoting student health and wellness.

Requirements

- Experience in the medical field working with patients; familiarity with emergency room procedures is a plus.
- Knowledge of infectious disease care, patient assessment, and basic life support techniques.
- Familiarity with medical terminology, documentation practices, and patient care protocols.
- Previous experience in school nursing or pediatric care is highly desirable.
- Strong understanding of physiology, anatomy, and nursing principles related to child health.
- Ability to work collaboratively within a multidisciplinary team while maintaining confidentiality of student information.
- Excellent communication skills to effectively interact with students, parents, and staff members. We welcome applications from candidates who are passionate about fostering a safe and healthy learning environment for all students.

Job Type: Part-time

Mon-Thursday 11-3:45 and every other Friday 7:15-3:45

Pay: \$18.00 - \$24.00 per hour

Expected hours: 28 per week

Benefits:

- Paid time off

Work Location: In person