

MIGRANT HEALTH ASSISTANT

BASIC FUNCTION:

Under the direction of the Director of Migrant/Bilingual Education, contact parents or students at school or home to obtain information regarding medical problems; provide information to Migrant families regarding medical and social services available.

REPRESENTATIVE DUTIES:

- Contact parents or students at school or home to obtain information regarding medical problems; obtain information regarding insurance, previous treatment, severity of illness, urgency and related information and determine appropriate course of action according to established guidelines and procedures. **E**
- Provide information to Migrant families regarding medical and social services available including welfare, social security, charities, churches and other community services. **E**
- Refer students and parents to appropriate agencies and prepare related forms; make contacts with outside agencies to schedule appointments; notify students and parents of appointments and provide transportation as needed; follow-up to assure services were provided to students and complete related forms. **E**
- Contact parents and students regarding immunizations; schedule appointments and follow-up to assure completion of immunizations; complete related forms. **E**
- Communicate with staff from community clinics, organizations and other providers to receive training and information regarding services provided. **E**
- Provide translations for students and others as needed. **E**
- Assist with researching financial assistance for students/parents; obtain authorization to pay medical providers in urgent and severe situations.
- Assist with the coordination of medical services including health, vision, dental and other screenings, health fair, physical exams and other services as requested.
- Perform related duties as assigned.

KNOWLEDGE OF:

Migrant Education terminology and guidelines.

School and community health resources.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record-keeping techniques.

Telephone techniques and etiquette.

Correct oral and written usage of English and a designated second language.

ABILITY TO:

Establish and maintain cooperative and effective working relationships with others.
Provide information to Migrant families regarding medical and social services available.
Prepare and maintain records, forms and other materials.
Translate and interpret English and a designated second language.
Perform various support functions for the program.
Meet schedules and time lines.
Determine appropriate action within clearly defined guidelines.
Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience working with families or students with special needs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and use of personal vehicle.
Write and speak English and Spanish fluently.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.

11/14/96
SMJUHSD
Range 13