

HEALTH OFFICER (PART TIME)

DISTINGUISHING FEATURES OF THE CLASS: This is a seasonal or part time health care position in a town or recreation department of a town, involving responsibility for giving care to children and adults during such time as they are using town facilities and/or attending town recreation programs. The incumbent provides a variety of health services, and administers emergency first aid when necessary. Important to the work is the ability to make quick accurate decisions about seeking professional medical care when necessary. Work is performed under the general supervision with wide leeway allowed for the exercise of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).
Administers emergency first aid when necessary;
Maintains health files for students and program participants, including processing and filing of accident reports, as needed;
Stores and inventories health office supplies;
Follows established town/recreation department procedures for care and reporting of injuries and illnesses;
May distribute health materials and literature to students and/or program participants;
May contact parents regarding health problems, accidents or related problems;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of routine health care techniques; good knowledge of first aid techniques and skill in their application; good knowledge of theory and techniques relative to CPR; good knowledge of first-response emergency health care techniques; ability to make concise oral and written reports concerning health activities and findings; ability to keep accurate records; ability to follow detailed oral and written instructions; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; tact and courtesy; reliability.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and meet special requirements as stated below.

SPECIAL REQUIREMENTS:

Possession of a valid Emergency Medical Technician (EMT-Defib) Certification issued by New York State Department of Health, Bureau of Emergency Medical Services.