El Camino College

Student Health Services Technician






ABOUT THE ROLE

The Student Health Services Technician performs a wide variety of specialized technical duties associated with the Student Health Center and Center for Well-Being operations, including student registration, appointment scheduling, and first-line emergency and healthcare assistance as needed. This position receives general direction from the supervisor overseeing the Student Health Services.

This position is contingent upon available categorical funding

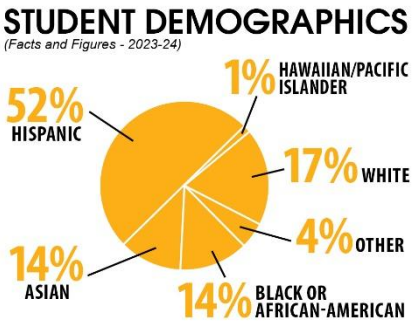
MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately $600,000 awarded annually. With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.



STUDENT HEALTH SERVICES TECHNICIAN

Division: Student Health Services
Posting Closing Date: 11/9/26
Req: C2627-015
Position Type: Classified

REPRESENTATIVE DUTIES

Acknowledges and greets students and other individuals visiting the Student Health Center. Determines nature of visit and initiates appropriate course of action. Explains appropriate office and clinic procedures. Reviews Notice of Privacy Policy with all health center visitors. Provides accurate health services information and ensures a positive frontline experience.

Alerts clinical staff of patient's arrival or other patient needs as appropriate. Addresses student crisis situations by following pre-established clinical procedures. Maintains high-risk referral lists and psychological counseling wait lists in conjunction with supervisor and in consultation with licensed clinical staff. Communicates with Campus Police, Special Resource Center, Risk Management/Office of Safety and Health, and other campus departments to exchange legally permissible health, safety and well-being information.

Schedules psychological counseling and medical appointments. Confirms and reschedules existing appointments. Screens and prioritizes incoming calls and responds to inquiries and/or requests for information in a HIPAA-compliant manner. Documents accurate messages and/or transfers calls in a timely manner to appropriate clinical staff or supervisor, as appropriate.

Registers new and continuing students for health services. Collects relevant physical and mental health registration information, including required documentation and other necessary forms. Ensures patient and emergency contact information is complete and accurate. Verifies eligibility for services and updates electronic health records. Provides community referrals as appropriate for individuals ineligible to access Student Health Services.

Maintains databases and confidential electronic health records in centralized computer systems in accordance with established procedures. Scans and indexes documents in a standard format for accurate filing and retrieval. May provide basic assistance and/or support when systems require updating and/or upgrading.

Processes judicial subpoenas and patient requests for duplication and/or transfer of medical/psychological records in accordance with established policies and procedures while maintaining compliance with local, state, and federal regulations. Ensures patient's privacy in accordance with FERPA/HIPAA regulations.

Composes and produces a variety of correspondence, documents, and/or reports (i.e., student accident reports and referrals, initiating faculty and staff worker's compensation forms, patient evaluation summaries for medical and mental health services, updates community referral lists, including International Student Insurance referrals and community mental health referral lists, etc).

Distributes first aid supplies and other basic "Over-The-Counter" provisions to students in need (i.e., ice packs, band aids, feminine care products, Tylenol, Ibuprofen, antacids, antiseptic wipes for minor cuts and scrapes, etc).

Tracks lab requisition forms and provides correct paperwork when immunizations/vaccinations are ordered for students. Schedules corresponding follow-up appointments as needed. Prepares and completes receipts for accounting and student refunds/payments for medication, supplies and services.

Compiles data to complete forms, generate reports and to facilitate special projects and/or events (i.e., informational flyers and newsletters, timesheets for faculty, staff, and student workers, census statistics, onboarding/contract renewals, mailing lists, calendaring of activities, scheduling meetings and transcribing/distributing minutes, catering requests, parking/travel arrangements, etc.)

Tracks and monitors budget expenditures. Assists supervisor in budget preparations by gathering data as required. Responds to inquiries regarding financial issues.

Initiates purchase orders and work orders. Purchases and maintains inventory of office supplies. Tracks orders to ensure delivery and payment. Maintains functioning office equipment. Submits documents according to established college procedures.

Provides technical support and administrative assistance to other personnel as needed.

May provide guidance and direction to student workers and other personnel as assigned.

Maintains compliance with online coursework and other mandatory trainings and certifications (i.e., FERPA, HIPAA, CPR/First Aid, etc.) as directed by supervisor.

Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintains up-to-date certification for CSA status.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS

Education and Experience:

High school diploma or G.E.D. equivalent.
Minimum three (3) years of increasingly responsible clerical experience.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Expertise working in a health services/medical office administrative role or environment.
Knowledge of District organization, operations, policies and objectives.
Knowledge of applicable sections of Education Code and other applicable legislation.
Knowledge of medical office practices and medical terminology.
Knowledge of computer databases and electronic medical/health recordkeeping systems.
Knowledge of various computer software applications.
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
Knowledge of appropriate standard precautions and related safety procedures when exposed to biohazardous substances.

Abilities/Skills:

Ability to learns and apply emerging technologies and advances to perform duties in an efficient, organized and timely manner.
Ability to respond calmly in emergency situations as an initial point of contact and determine an effective course of action according to established guidelines.

Ability to communicate sensitive information with discretion, tact and accuracy.
Ability to explain health office procedures and policies in a professional and respectful manner.
Ability to maintain accurate files and retrieve information.
Ability to work independently with little direction.
Ability to meet schedules and deadlines, and to complete work efficiently with many interruptions.
Ability to work cooperatively with students, staff, faculty, and visitors in a professional manner.
Skilled at using computers to input, edit, and extract data and information.

Licenses or Other Requirements

CPR/AED Certified (training provided)
First Aid Certified (training provided)
Blood Borne Pathogen Training (training provided)

WORKING CONDITIONS

Extended hours of sitting and talking in-person or by phone in an office setting.
Repetitive use of hands, fingers, and reaching with hands and arms.
Extended hours in front of a computer screen.
Must be able to lift, carry, push, and/or pull up to 25 pounds.
Potential exposure to communicable diseases, bodily fluids/spills, and contaminated products.

CLOSING DATE: MONDAY, NOVEMBER 9, 2026 AT 3:00 P.M.

SALARY: Starting salary is $4,818.10 per month. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached ($6,168.32 monthly).

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Working hours will be in-person, Monday through Friday 8:00 a.m. until 5:00 p.m. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: ADA Job Applicant Accommodation Request (maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability
Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement
Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours
During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: Employment Opportunities | El Camino College | Torrance, CA
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Mark Rogers
310-660-3593, Ext. 3479
mrogers@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an Annual Security Report and all required statistical data. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.