

SRJC STUDENT HEALTH SERVICES

Student Health Aide

POSITION STATUS:

Student Health Aides (SHAs) may be assigned to support Student Health Services department service operations and/or to support peer-based health promotion. SHAs assigned to department service operations (Santa Rosa and/or Petaluma Campuses) work 15-25 hours per week and SHAs hired exclusively for peer health promotion work 10-15 hours per week. Scheduled hours are variable; SHAs are expected to participate in department meetings, trainings, and sponsored events as assigned, including during intersessions.

POSITION SUPERVISION:

Student Health Aides receive direct supervision from Student Health Services permanent staff according to their assignment.

SCOPE OF WORK:

The Student Health Aide is a member of the Student Health Services team and provides support for Student Health Services programs. Student Health Services activities include the provision of a broad range of healthcare services in the established three health centers at SRJC, college-wide health promotion and educational outreach, making community referrals, and assisting SRJC students in navigating healthcare services access. Student Health Aides with the appropriate training and supervision may provide presentations for students, staff, and faculty, and engage in health promotion activities to reduce stigma and raise awareness about the full spectrum of health and wellness issues as they relate student success.

EXAMPLES OF DUTIES:

1. OPERATIONAL ASSISTANCE:

SHAs perform a variety of functions supporting the department's full scope of services. Within a medical/clinical and mental health service setting, SHAs assist individuals, both over the phone and in person, who are seeking information and/or services within the Student Health Services department. SHAs receive and communicate messages and distribute mail accurately. With close supervision, make appointments for various services within Student Health Services using department software, and refer students appropriately to community healthcare resources. May assist with first aid and emergency care, collecting vital signs and vision, hearing, and other screening information. Also assist in community health work, District support and health promotion operations as assigned.

2. ADMINISTRATIVE SUPPORT:

SHAs may perform a variety of administrative and support tasks. Computer based work includes collecting and entering data, running standardized reports, handling FAX and electronic documents with protected health information, supporting health screening functions and/or surveys, tracking borrowed items accounts, assist in athletic clearance processes and perform supply inventories. SHAs also assist with maintaining the required cleanliness and professional appearance of all department areas, including reception areas, provider service rooms, and lobbies.

3. HEALTH PROMOTION:

SHAs represent Student Health Services in the SRJC community, and provide leadership towards improving health and wellness awareness, knowledge, skills and resources. Location of activities are varied depending on resources: student peer services provided in the lobby and reception areas of department offices, classroom presentations, workshops, informational tabling, student leadership meetings and online. SHAs may engage in collaborative activities with other student groups, departments and community agencies to develop and/or implement health initiatives at the college. SHAs may engage in specific representation activities on and off campus, for example the Student Health Services Advisory Committee, Student Life Committee, Sonoma County Mental Health Board, and Sonoma County Prevention Partnership.

BASIC REQUIREMENTS FOR STUDENT HEALTH AIDES:

- Eligibility for or successful completion of English 100 or equivalent.
- Ability to handle and prioritize multiple demands and work independently with minimal supervision
- Ability to work cooperatively and effectively with supervisors, co-workers and students, staff, and faculty.
- Comfortable navigating in a PC environment and a variety of digital devices and software.
- Excellent written and verbal communication skills.
- Enrollment at least 6 units during the Fall and Spring semesters and at least 3 units during Summer (if working over the summer).
- Ability to provide documentation showing freedom from tuberculosis and immunity to measles, mumps, rubella, varicella, and hepatitis B, along with documentation of a TDaP (tetanus, diphtheria and pertussis) vaccination within ten years. If assistance is needed, contact Student Health Services.
- At least a one year commitment to the position.

PREFERRED:

- Completion of 24 units at SRJC
- Bilingual and/or bicultural background
- GPA of 3.0 or above
- Coursework, completed certificates, and/or experience related to the position.
- Availability to work occasional evening and weekend hours and to participate in special events and job related training.

Student Employment applications can be obtained in Student Employment (Bertolini Hall in Santa Rosa, Jacobs Hall in Petaluma). **A supplemental application is required** and can be obtained at Student Health Services (4017 Race or 559 Plover in Santa Rosa or 610 Call in Petaluma) or downloaded at <https://filedepot.santarosa.edu/index.php/s/UTFGXwedhMsyFjO> . Interviews will be scheduled by Student Health Services.



STUDENT HEALTH AIDE SUPPLEMENTAL APPLICATION

Students wishing to apply for the Student Health Aid position must first complete and submit a Student Employment Application from the SRJC Student Employment Office. In addition, please submit the following to Student Health Services:

- 1. A copy of your Student Employment Application**
- 2. A narrative stating why you would like to work at Student Health Services (see narrative requirements below).**
- 3. A resume outlining your relevant professional, educational, and extra-curricular experiences.**
- 4. Three professional references. Please provide their contact information and their relationship to you.**

NARRATIVE INSTRUCTIONS: In no more than two typed pages, please write a narrative about yourself and your desire to be a Student Health Aide (SHA) using the following prompts as guidelines.

1. Please state your preference for Student Health Aide assignment (would you prefer to work in the clinics or with PEERS/health promotion or both areas?)
2. Explain what draws you to work in this position.
3. Describe your long-term educational or career goals and how this position may assist you in achieving them.
4. What particular health issues do you see as impacting the success of SRJC students most (physical, mental, social)?
5. Describe the strengths that you will bring to the Student Health Services team.

Applications accepted until positions are filled.

Please submit the materials outlined above to:

Santa Rosa Campus Applicants:

Martha Cole
 Regarding: Student Health Aide Application 2018-19
 SRJC Student Health Services, Race Building, Rm 4017
 1501 Mendocino Ave. Santa Rosa, CA 95401
 Fax: (707)524-1858
 E-mail: mcole@santarosa.edu

Petaluma Campus Applicants:

Chad DeLaca
 Regarding: Student Health Aide Application 2018-19
 SRJC Student Health Services, Call Building, Rm 610
 680 Sonoma Mountain Pkwy, Petaluma, CA 94954
 Fax: (707)778-3901
 E-mail: cdelaca@santarosa.edu

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