

PLEASE POST

POSITION OPENING

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Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701

## Temporary Casual Part-time Health Assistants Impaired Student Holding Area

### Reports to:

Student Health Services Director

### Duties and Responsibilities:

Under established guidelines, the Health Assistants will monitor impaired students in the impaired student holding facility. He/she will provide support for Student Health Services and Residence Life as assigned. Specifically, they will:

- Work with Student Health Services and Residence Life to develop wellness program based project(s). (Essential)
- Be knowledgeable of College emergency procedures and act accordingly. (Essential)
- Serve on an on-call basis in the impaired student holding facility (Student Health Services), overseeing impaired students who may present a danger to themselves and are unable to return safely to their residences. (Essential)
- Provide proper care and observe condition of impaired students under his/her oversight of the need for additional medical services. (Essential)
- Remove soiled linens and provide appropriate care to students in the center. (Essential)
- Inform the Student Health Services Director when two (2) or more students are in the holding facility of the need for additional resources or professionals to help monitor students. (Essential)
- Attend bi-weekly meetings to address concerns; critique impaired holding area charts with the Student Health Services Director; attend training sessions as required. (Essential)
- Work with Coordinators and Residence Assistants in support of student substance abuse programming. (Essential)
- Participate in paraprofessional selection, in-service, and paraprofessional training as required. (Essential)
- Participate in Student Health Services annual safety equipment orientation. (Essential)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by Director. (Marginal)

### Qualifications:

#### Minimum

- \*One (1) year as an active Emergency Medical Technician
- \* If student, must maintain a 2.0 or higher grade point average.
- \*Must possess current EMT Certification for the state of Pennsylvania or be able to transfer certification to the state of Pennsylvania.
- \*Must maintain required number of continuing education hours for maintenance of EMT certification mandated by the state of Pennsylvania.
- \*Ability to understand and follow verbal and written instructions.
- \*Ability to communicate effectively both orally and in written form.
- \*Ability to work on own initiative.
- \*Functional ability with or aptitude to learn microcomputer functions.
- \*Interpersonal skills necessary to deal effectively and courteously with students, staff, and the public.
- \*Ability to work with students with diverse backgrounds and needs.
- \*Must be willing and able to attend student development training as requested.

**Minimum (Continued)**

- \*Certified in CPR/AED for Professional Rescuer.
- \*Demonstrated sensitivity to diversity and multicultural issues.
- \*Sensitivity to expectations of students, faculty, and staff.
- \*Must be a proper role model for peer group.
- \*Background check will be required on selected candidates.

**Machines, Tools, Equipment:**

- \*Oxygen Administration Equipment
- \*Lifepak 12
- \*Suction Equipment
- \*Microcomputer
- \*Multimedia Equipment
- \*Alcohol Measurement Devices

**Special Job Features:**

- \*Able to move about freely on campus.
- \*Must be able to work in a stressful environment.

**Conditions of Employment:**

Federal law requires all employers to verify the identity and employment eligibility of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment eligibility. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

**Classification:**

APT/Miscellaneous/Nonexempt

**Rate of Pay:**

\$10.50 per hour

**Term of Employment:**

This is a temporary position to start August 13, 2009, or as soon thereafter as feasible, through May 16, 2010.

**Schedule:**

- \*As-needed casual part-time position.
- \*On-call from 8 p.m. to 8 a.m. daily

**Deadline for Application:**

Applicants must submit a completed College Application for Employment AND a letter of interest and resume to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until suitable candidates are identified. Please include title of position on your application form and in your letter of interest. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College  
on the Internet at [www.pct.edu](http://www.pct.edu).*