



Date Adopted:	1/5/10
Range:	12
Classified:	CSEA

Job Description

HEALTH ASSISTANT

BASIC FUNCTION

Under general supervision of administrator and registered nurse, responsible for assisting a school nurse in providing health care services for students and maintaining health data and records.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Administer first-aid for the purpose of providing appropriate care for ill and/or injured students.
- Assist nurse, students and other school personnel for the purpose of monitoring and delivering health services.
- Assist school nurse with vision, hearing, scoliosis screening, and other required medical tests.
- Maintain health office in a clean and sanitary condition (e.g. sinks, counters, equipment, cots); maintain health equipment and supplies.
- Maintain electronic and paper files, logs and records (e.g. medical emergency cards, health records, mandated screenings, etc.) for the purpose of providing information required by legal and professional standards.
- Report suspected vision and hearing problems to the school nurse.
- Assist with the dispensing of medication according to a health care provider's written orders.
- Contact parents and/or emergency facilities when appropriate.
- Prepare and maintain documentation (e.g. daily logs, medication logs, accident reports, student visits and actions taken) for the purpose of providing written support and/or conveying information.
- Provide information on health related issues for the purpose of instructing teachers, students and/or parents on various health subjects (e.g. lice, drug prevention, personal hygiene, planned parenthood, etc).
- Refer students requiring further medical attention for the purpose of providing needed medical/dental treatment, counseling, etc., to the nurse.
- Consult with the school nurse and local public health authorities when reporting students with contagious diseases for the purpose of minimizing infection and complying with the law.
- May assist other personnel for the purpose of supporting them in the completion of their work activities.
- Screen student records for proper immunizations; alert parents of needed immunizations and maintain communication until required records are provided; assure immunization records comply with State laws.
- Respond to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction.

- Serve as a liaison between the School Nurse, staff, parents and community.
- Supervise students in health office.
- Provide information to students on accessing community resources.
- Perform miscellaneous clerical and reception duties; prepare health bulletin boards.
- May perform procedures that include, but are not limited to, catheterizations, toileting, tracheotomy suctioning and care, anaphylactic injections, insulin reactions, and other activities similar in nature under the appropriate level of school nurse supervision.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Basic methods used for cleaning and sanitizing.
2. Physical symptoms of common childhood and adolescent disease.
3. Correct English usage, spelling, grammar, punctuation, and mathematical concepts.
4. Modern office methods and equipment, including computers and application software.
5. Basic record-keeping techniques.
6. Basic first-aid, CPR, and healthcare practices.
7. Intervention techniques during crisis situations.
8. Relevant California Education Codes, Federal, State, County and District policies.
9. Report writing.
10. Interpersonal skills using tact, patience and courtesy.
11. Health and safety regulations.

Ability to:

1. Recognize the first aid and health needs of students to make decisions as to appropriate solutions.
2. Establish priorities and respond appropriately in emergency situations.
3. Establish and maintain cooperative and effective working relationships.
4. Understand and carry out oral and written directions.
5. Communicate both orally and in writing in a clear and concise manner.
6. Apply policies and procedures related to the assigned duties and responsibilities of the position.
7. Independently recognize the health/welfare needs of students.
8. Understand and relate to children with special needs.
9. Learn and apply appropriate medical methods and procedures with clearly defined guidelines.
10. Make judgments and decisions, perform a variety of duties involving frequent changes of tasks, aptitudes, techniques, procedures, etc.
11. Correct use of medical equipment used in the clinic/health office.
12. Administer first-aid and CPR.
13. Operate equipment in a proper and safe manner.
14. Maintain routine records.
15. Work independently with little direction.
16. Work with discretion and in confidence with student information.
17. Perform effectively under stress.

EXPERIENCE

One year of paid experience in health related activities is required. Experience in an educational organization is preferred.

EDUCATION

High school graduation or equivalent is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test. Possession of, or ability to obtain within 90 days, CPR and First Aid certifications, to be renewed as required. Possession of a valid California Driver's License and proof of insurance are required.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor office and school site environments.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

Lift, carry, push and/or pull items with a strength factor of medium work.

See to read a variety of materials.

Hear and speak to exchange information in person or on the telephone.

Possess dexterity of hands and fingers to operate equipment necessary to perform job functions.

Bend at the waist, kneel or crouch.

Sit or stand for extended periods of time.

Stand and walk.

Climb a step stool or ladder and reach above shoulders

Hazards:

Contact with sick students, dissatisfied or abusive individuals; exposure to blood borne pathogens and/or bodily fluids.