

HEALTH ASSISTANT

JOB SUMMARY

Under immediate supervision, performs a variety of clerical duties of moderate difficulty and related to student health care; performs minor first aid; maintains student health records; performs related work as required.

ESSENTIAL DUTIES

- Records and maintains student health data; (i.e. maintains records of students referred to the school health office, medication records, and immunization records) all in a confidential manner.
- Assures there is a health record on file for every student, and alerts school nurse to serious medical conditions e.g. diabetes, seizures, cardiac problems, cancer, and any severe allergies.
- Takes temperatures; administers minor first aid; administers student medications in accordance with established district policy and procedures.
- Notifies site administrator and school nurse as early as possible of serious illness or injury.
- Performs specialized health procedures, (i.e. basic blood sugar readings, assists in asthmatic breathing treatments or toileting) as trained and assigned.
- Keeps health office and equipment clean and orderly; maintains inventory of health office and first aid supplies and submits orders, as appropriate.
- Serves as a continuing liaison between home and school; distributes health notices.
- Assists parents in completing necessary enrollment, consent, and medical forms.
- Assists in the process of meeting identified medical needs of children and following up within district guidelines.
- Makes referrals to community resources for children and families, in accordance with guidelines.
- Monitors classroom and school attendance patterns.
- Compiles required statistics and reports for Federal, State, and local agencies as required.
- Performs a variety of related clerical duties.
- Participates in scheduled staff development meetings, as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school, or equivalent. One year of experience in office clerical work desirable. Some experience working with community service organizations is highly desirable. Possession of a valid First Aid/CPR certificate is highly desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Resources and services available in the local school community.
- Current first aid and CPR principles and practices, as well as related health and safety precautions.
- Personal hygiene practices.

Ability to:

- Understand and apply rules, regulations, procedures, and policies.
- Maintain accurate records.
- Work independently and in a confidential manner.
- Establish and maintain effective working relationships with students, staff, parents, and others in the community.
- Follow oral and written instructions.
- Follow current universal precautions relative to first aid methods and appropriate responses to illness and injury.
- Understand and correctly implement specialized medical procedures as trained (i.e. blood sugar levels, seizures, allergic reactions).
- Work with frequent interruptions.

CERTIFICATE: Must possess, or obtain during the probationary period, and maintain per CPR and First Aid guidelines a valid First Aid Certificate and a Cardio-Pulmonary Resuscitation Certificate.

WORKING CONDITIONS: Works in the health room of a school with regular exposure to a variety of illnesses and ailments (including exposure to bodily fluids), commonly found among schoolchildren; goes to and from various sites on campus to attend to ill or injured students. This position requires frequently standing, walking, or sitting. There is some bending, stooping, squatting, twisting, and reaching required. Light lifting is frequently required. Heavy lifting/pulling of up to 50 pounds is rarely required.

ADOPTED BY THE PERSONNEL COMMISSION: 7/1/75
REVISED: 1/82; 7/91; 7/97; 7/99, 4/07