



Job Description

Job Title: Health Assistant

Reports to: Primarily reports to the Principal for administrative duties. Additional reporting to the Director of Health Services for health related supervision.

Number of Days: 186 – 210 depending on the school

Compensation: Hourly grade 4 or hourly grade 5 if certified with one of the following certifications:
(1) Registered Medical Assistant (RMA); (2) Certified Nurse Assistant (CNA);
(3) Certified Medication Aid (CMA) (4) Licensed Practical Nurse (LPN)

Overtime Status: Non-Exempt

Date Job Revised: February 20, 2007

Position Summary: Works with students and the entire school community supporting health needs such as medication administration, first aid, immunization compliance, and workers compensation documentation, etc. Under the supervision of the Site administrator and Director of Health Services. Assisted on site, as needed, by the assigned school nurse. Computer use for tasks such as email, submitting attachments, reports, on line supply orders etc.

Minimum Qualifications/Job Requirements:

Education:

- High school diploma or General Education Development certificate/diploma
- Preferred degree or certification in health related field

Experience:

- Training, experience and/or certification in health related field

Specific Training/Skills:

- Clerical skills with knowledge of standard office practices and procedures
- Typing, computer skills

Other:

- Must write legibly, basic command of English and Math
- Essential Job Behavior
 - Dependable
 - Communicative
 - Coordinate
 - Cooperative
 - Responsive
 - Adaptable

Essential Job Functions:

A. General

- Attend and complete Professional Development classes
- Maintain an adequate record of attendance and punctuality
- Show good judgment and demonstrate job responsibility
- Demonstrate initiative and dependability
- Demonstrate organizational skills, accuracy, and the ability to work independently and make decisions within assigned authority
- Practice effective use of time
- Familiar with district Policies and Procedures and perform duties according to established policies and procedures

- Present a professional image and attitude toward school nurses, students, parents, administrators, and other employees
- Assist others willingly
- Accept limitations of responsibility
- Maintain confidentiality of records and communications
- Maintain a professional appearance. Observe Dress Code guidelines
- Answer telephone, provide information as appropriate, direct calls as appropriate
- Wear identification tag at all times

B. Health Related

- Completion of orientation process as outlined, including medical terminology, medication, common health related school conditions, etc.
- Yearly First Aid/CPR certification
- Interview, measure vital signs (TPR and BP), height and weight. Record information on health records
- Maintain clinic environment in orderly, clean fashion
- Maintain equipment and supplies
- Inventory and order health supplies and materials
- Schedule health appointments with medical consultant as appropriate
- Provide care for illness or injuries for students and staff occurring at assigned sites, in accordance with policies and procedures
- Perform assessment techniques and screening programs as directed
- Compile and maintain health records which includes confidentiality
- Maintain and use a variety of health record indexes, storage and retrieval systems
- Schedule appointments
- Transport, using wheelchair (if appropriate)
- Use medical terminology appropriately and demonstrate understanding of common childhood growth and development principles
- Observe and maintain OSHA Standards and blood and Blood borne pathogens and other applicable Federal and State regulations
- Assist with health education as needed, i.e., duplicating, distributing materials, arranging displays, bulletin boards, etc.
- Assist with other appropriate health-related activities as directed by the Director of Health Services, and/or site-based Administrator.
- Assist school nurse as requested and follow delegation procedures/policies.

C. Clerical

- Maintain daily pupil attendance records as directed by school principal
- Check absentee records and follow up on children with frequent absences due to illness
- Prepare special reports as requested
- Assist with clerical duties as the school principal may direct when time permits from duties necessary to maintain the safe operation of the health clinic