

HEALTH AID

Purpose Statement:

The purpose of this position is to provide a variety of health services to students at assigned school sites; provide and maintain student health records; provide support to District Nurses; provide communication and health related information to parents, students, and District staff.

Essential Functions

- Provide a variety of health services to students at an assigned school site(s); administer first aid to ill and injured students, and assist in the evaluation of students' medical conditions-clean and bandage wounds, apply ice and compresses, and take temperatures as needed
- Assist students with specialized health care procedures; asthma treatments, blood glucose monitoring, and other health related procedures as needed
- Administer medications as prescribed in accordance with established State law and Board policies; maintain related records
- Conduct health inspections on students for head lice and other infectious conditions;; maintain informational materials regarding treatment, and distribute to students and parents as directed by the District Nurse
- Prepare, maintain, enter into the computer and/or type a variety of records related to health services activities, including medication administration records, health screening records, immunizations, daily logs of health office visits, state mandated reports, mandated service logs, and others as directed by the district nurse
- Assist in distribution of approved health information and forms; prepare health information as required by district nurse; prepare and distribute first aid kits for classrooms
- Conduct contact tracing for health related items
- Maintain healthy hygiene and personal self care
- Maintain an organized workspace, including records and any other documents.
- Report suspected child abuse to site principal or designee as required; assist in completion fo accident reports and distribute as necessary
- Assist with hearing and vision screenings under the guidance and direction from the district nurse
- Other job related duties as assigned

Job Requirements & Skills

Knowledge of pandemic guidelines and district pandemic protocols; first aid and CPR techniques and practices; objectives and procedures related to the school health needs; health and safety regulations; technical aspects of the field of speciality; current office practices, procedures and equipment; basic record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; basic math skills.

Ability to interact positively with peers, parents, the public and students; operate a computer in Windows/Mac environment; administer first aid and CPR; observe health and safety regulations; analyze situations accurately and adopt an effective course of action; determine appropriate action within clearly defined guidelines; maintain current knowledge of program rules, regulations, requirements and restrictions; read, interpret, apply and explain rules, regulations, policies and procedures; work independently with little direction; understand and work within the scope of authority; communicate effectively both orally and in writing; maintain records and prepare reports; perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

Two years work experience with school-aged children
One year of experience working in an environment with health related needs of children/youth.

Certificates & Licenses:

Valid Driver's License
CPR/First Aid

Education:

HS Diploma or GED

Clearances:

Criminal Justice Fingerprints/Clearance
TB Clearance

Required Testing

Successful Completion of Pre-Employment Process

Supervision: Executive Director of Student Services

Additional Qualifications

Ability to travel to other sites/locations

Salary Grade: Classified Range 11

Continuing Education/ Training

Training attendance at workshops as appropriate

Work Year: Classified Class 8