

## HEALTH ASSISTANT

### **DEFINITION**

Under supervision, administer medications, first aid and perform specialized health care procedures for students K-12. Assist with screening programs, and providing medical information among community, staff, and District health services personnel. Maintain student health records and files, update immunization records, complete state audits.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Administers first aid and CPR as appropriate.
2. Administers medications.
3. Assists with District wide screenings for vision, hearing, scoliosis.
4. Maintains a clean, neat and orderly health office.
5. Maintains adequate inventory of health supplies, ordering supplies as needed.
6. Under direction, may perform various specialized health care procedures, including but not limited to catheterization, gavage feeding, suctioning, blood sugar level reading.
7. Attends in-service for medication administration and various procedures.
8. Monitors ongoing health concerns of students, alerting parents, staff, and the District nurse of health problems.
9. Maintains and audits immunization records.
10. Completes required paperwork, and other health assessments as assigned.
11. Provides information to staff regarding various medical concerns or questions, with knowledge of community resources, referrals and assistance to families in need of health resources.
12. Performs other related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Basic CPR and First Aid; modern day office practices and procedures; correct English usage, spelling, grammar, and punctuation; good interpersonal and communication skills; knowledge of special education in public schools and in working with disabled students desirable; bilingual (English/Spanish) helpful.

#### **Ability to:**

Supervise students; demonstrate patience, warmth and liking for all students; understand and appreciate human diversity; learn new procedures e.g., SPHC (Specialized Physical Health Care); maintain confidentiality; maintain medical records; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

#### **Education/Experience:**

Any combination equivalent to: Completion of the twelfth grade; emergency medical training preferred; and prior experience with school age children and experience in a health services setting providing first aid and health assistance is preferred; previous experience utilizing First Aid and CPR desirable.

#### **License/Certificate Requirement:**

Possession of a valid California Driver's License.

Possession of a current First Aid and CPR certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a school setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a school setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.