



Job Description

POSITION CODE: 999
Classified Group: CSEA
Salary Range: 18
Work Days: 261
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POSITION TITLE: Health Assistant

DEFINITION: Under general supervision, assists in providing health services for students under the guidelines provided by a school nurse.

DIRECTLY RESPONSIBLE TO: Assigned Administrator

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. ~~Sets up~~ **Creates and** maintains student health and emergency medical records.
2. Assesses student health records for adequate immunization.
3. **Assists families with follow-up immunizations and recommended child care schedules.**
4. Records information on student health records.
5. Performs initial vision **and hearing** screenings **with the guidance and supervision from** assists school nurse. ~~with hearing and scoliosis screening;~~
6. Reports suspected vision and hearing problems.
7. Administers emergency first-aid treatment for illness or injuries and contacts parents or emergency facilities, when appropriate.
8. Identifies the first-aid and health needs of students and makes recommendations as to appropriate solutions **through personal contact with families, phone calls, letters, and/or emails.**
9. Completes accident and follow up reports.
10. Dispenses prescribed medication.
11. Maintains daily log of all student visit **or calls** to nurse's office and action taken.
12. Refers students with recurring health care needs to nurse or appropriate personnel.
13. Confer with nurse regarding the needs of students who are participating in adaptive physical education.
14. Organizes and prepares health instructional materials.
15. Distributes, receives, and processes free lunch applications and notifies students, parents, and cafeteria personnel of eligibility **(Child Care Food Program; CCFP).**
16. Prepares health bulletin boards.
17. Provides supervision of students in health office and/or arranges for supervision in other locations when students are excused from physical education.
18. Contacts public and private agencies regarding communicable diseases or health information for students and adults.
19. **Enters student data and tracks provision of healthcare services in the federal database system.**
20. **Provides referrals for preventative care in health or dental services.**
21. **Responsible for monthly health screening appointments.**
22. Performs miscellaneous clerical and reception duties and orders supplies.
23. May provide assistance to physically handicapped students for purposes of personal hygiene, toileting, and other physical, needs during the school day.

24. Maintains the health room in a safe orderly and sanitary manner.

25. Performs related work as required.

QUALIFICATIONS

Education and Experience:

Previous experience working with students and training or experience in a medically related field.

Licenses and Certifications:

- Valid standard First-Aid Certification and Cardiopulmonary Resuscitation Certificate (CPR)

Knowledge, Skills, and Abilities:

- **Knowledge of Head Start Program Child, Health and Nutrition Standards**
- **Knowledge of California state funding terms and conditions for California State Preschool Programs (CSPP) and CCTR (General Child Care and Development Funding)**
- **Knowledge of California State Title V and Title XXII**
- **Knowledge of required IZ immunizations for students ages 0 – 12 and required schedules**
- **Knowledge of interpersonal skills using tact, patience, and courtesy**
- **Knowledge and skill in use of computers and assorted software programs**
- Ability to recognize the first aid and health needs of students and make decisions as to appropriate solutions
- **Ability to establish and maintain records and maintain a confidentiality of privileged information obtained in the course of work**
- Ability to establish priorities and respond appropriately in emergency situations
- Ability to read and comprehend basic medical terms
- Ability to establish and maintain **work** effectively working relationships **with all levels of district staff, parents, with students and adults; the community**
- **Ability to understand and follow verbal and written instruction**
- Ability to respond to student needs in a sensitive manner
- ~~Ability to type;~~
- ~~Ability to write legibly;~~
- **Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community**
- Ability to perform basic math skills
- Ability to prepare reports such as accident and annual health services reports
- ~~Basic signing skills may be desirable in some programs.~~
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS

Work Environment:

- Indoor **office** and classroom environment
- **Moderate noise**
- Continuous contact with students and staff
- Contact with dissatisfied individuals

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, **in small groups**, and/or on the telephone
- Transport or move objects and **or** students **weighing** up to 75 pounds
- Inspect **documents and other** written materials with fine print
- ~~recognize documents and people;~~
- Move about the **schools and** facilities to conduct work **including** remaining in a stationary position for ~~extended~~ **long** periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination ~~including the use of a computer keyboard, fax machine, copy machine and scanner;~~

Hazards:

- Exposure to and contact with blood and other bodily fluids

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Adopted: 3/6/79
Revised: 4/83
Revised: TBD