

# DELANO UNION SCHOOL DISTRICT

## HEALTH ASSISTANT

### JOB SUMMARY:

Under the direction of the Principal or designee, performs a variety of clerical duties in support of student health services; administers basic first aid and screen ill or injured students; prepares and maintains student immunization and health records and files; assists School Nurses with screening tests and other student health related activities.

### REQUIRED QUALIFICATIONS:

1. Education and Experience: Any combination equivalent to: graduation from high school and two years of clerical or health office experience.

2. Knowledge of:

Basic health office practices, terminology, procedures and equipment.

Health and safety regulations.

Basic first aid and CPR procedures.

Child abuse laws and mandated reporting responsibility.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

3. Ability to:

Perform a variety of clerical duties in support of student health services.

Administer first aid and CPR.

Assist District Nurses with screening tests and other student health related activities.

Prepare and maintain student immunization and health records and files.

Learn, interpret, apply and explain District health policies and procedures.

Learn clean and sterile treatment techniques.

Compile and verify data and report routine reports.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

4. Licenses and Other Requirements: Valid First Aid and CPR certificate issued by an authorized agency; valid medical assistant certificate; valid administration of vaccinations (injection) certificate; Typing Certificate (45 w/p.m.).

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Administer basic first aid to students as appropriate; screen student complaints relating to medical conditions; take and record temperatures; notify District Nurses, parents of student illness or injury as necessary; provide ice packs and bandages; perform first aid procedures in emergency situations as needed.
- B. Perform a variety of clerical duties in support of student health services; type (45 w.p.m.), file, duplicate and distribute materials; distribute, collect and process various health-related forms and applications; prepare and disseminate routine correspondence and informational materials.
- C. Establish and maintain cumulative student health and immunization record and files; maintain student emergency cards; review records to assure immunization, physical exam and health screening data is current; notify parents and students of needed immunizations, tests and screenings; maintain confidentiality of student health information.
- D. Initiate and receive telephone calls; contact parents to request medication, documents and student information; confer with faculty, staff, District Nurses, medical personnel and outside agencies concerning student health and related issues and concerns.
- E. Maintain various records and logs related to student visits, screenings, tests, accidents, medical history and assigned activities; prepare routine reports; establish and maintain filing systems; input a variety of student health data and other information into an assigned computer system; maintain automated records and files; generate computerized lists and reports as requested.

- F. Assist District Nurses in the coordination and administration of vision, hearing, scoliosis and other screening tests and clinics for students as directed; compile, assemble and prepare related student and school information and materials.
- G. Utilize standard health instruments; operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- H. Maintain the health office in a clean, orderly and safe condition; assist in ordering, receiving and maintaining inventory of first aid and other office supplies as required.
- I. Assist with attendance and registration activities as needed.
- J. Dispense medications according to physician instructions; maintain related records.
- K. Perform other duties as assigned.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- |                           |                                |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51.75               |
| 2. Occasional = 25 – 50%  | 4. Very Frequent = 76% & above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand and circulate for extended periods of time.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.

- 2 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Participates in meetings, trainings, workshops, and District and school site collaborative forums.
2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
3. Effectively operates the student information computer software.
4. Prioritizes and schedules work; meets timelines and schedules.
5. Maintains and establishes appropriate confidentiality of materials.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.

RANGE: 16