

JOB DESCRIPTION

JOB TITLE: Health Assistant II

Report Identification Code: icha2

Job Purpose Statement/s: The job of "Health Assistant II" is done for the purpose/s of monitoring the health and welfare of students; documenting and maintaining student health information required by Federal/State/Local agencies; and providing appropriate care and/or referral for the medically fragile and/or injured student as may be required.

Essential Job Functions:

Administers first aid and medication for the purpose of providing appropriate care for ill, medically fragile and/or injured children.

Assists nurse, students, and other school personnel for the purpose of monitoring medical treatments and/or testing.

Cleans work areas (e.g. sinks, counters, buckets, costs) for the purpose of maintaining a sanitary environment.

Maintains health care plans, medical emergency cards, health records (e.g. mandated screening, etc.) for the purpose of providing information required by legal and professional standards.

Prepares documentation (e.g. daily logs, medication logs, accident reports, etc.) for the purpose of providing written support and/or conveying information.

Provides information on medical treatments for the purpose of instructing teachers, students and/or parents on various health subjects (e.g. lice, drug prevention, personal hygiene, planned parenthood).

Refers students requiring further medical attention for the purpose of providing needed medical/dental treatment, counseling, etc.

Reports students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with the law.

Other Job Functions:

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Transports students/self for the purpose of conducting home visit or obtaining emergency care.

Job Requirements-Qualifications:

Experience Required: Prior experience as a Health Assistant I.

Skills, Knowledge and/or Abilities Required:

Skills to operate standard office equipment, use English in both written and verbal form, use assessment instruments and interpretation of test data, perform basic first aid and health care practices and procedures, apply intervention techniques in crisis situation, maintain records, manage programs, operate equipment in a proper and safe manner, apply relevant education codes, federal, state and county policies.

Knowledge of math at a level to add, subtract, multiply and divide including fractions and percents; of language at a level to read safety rules, instructions, procedures, etc. and/or writes reports and/or speaks before audience; to reason at a level to apply common sense understanding to carry out instructions in written, oral and/or diagrammatic form.

Abilities to sit for prolonged periods, deal with people beyond receiving work and instructions, perform

effectively under stress, make judgments and decisions, perform a variety of duties involving frequent changes of tasks, aptitudes, techniques, procedures, etc., attain precise set limits, tolerances and/or standards. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversation, near visual acuity/depth perception.

Education Required: High School diploma or equivalent.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Driver's License and Evidence of Insurability, Cardiopulmonary Resuscitation (CPR) Certificate, Certificated Nurses Assistance (CNA) License. Criminal Justice Fingerprint Clearance, Tuberculosis Screening, First Aid Certificate.

Must renew Certificated Nurses Assistant Licenses every two years as required by law. Copy of certificate renewal required.

SUMMARY OF PHYSICAL DEMANDS RATINGS

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The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist
 S = Seldom - Under 5% of Work Day
 O = Occasionally - Up to 1/3 of the time
 F = Frequently - From 1/3 to 2/3 of the time
 C = Constantly - 2/3 or more of the time

1. STRENGTH:
 - A. Standing 20%
 - Walking 30%
 - Sitting 50%
 - B. Lifting F 100 lbs. Assist students
 - Carrying F 100 lbs.
 - Pushing F 100 lbs. In/out wheel chair
 - Pulling F 100 lbs. Wheel chair
2. CLIMBING S
- BALANCING O
3. STOOPING C Medical treatments/temperature
- KNEELING C Medical/assessing students
- CROUCHING C
- CRAWLING NP
4. REACHING C Students/ medical supplies
- HANDLING C Bandages
- FINGERING C Tweezers
- FEELING C Temperature
5. TALKING:
 - Ordinary F
 - Other NP
 - HEARING:
 - Conversations F
 - Other Sounds O
6. SEEING
 - Acuity, Near C Treatment
 - Acuity, Far O Driving/assessments
 - Depth Perception F
 - Accommodation O
 - Color Vision O
 - Field of Vision O Driving
7. PHYSICAL DEMANDS RATING SUMMARY: Very Heavy Work: 2 (3) (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are assisting students, wheel chair; reaching/handling/fingering are files, equipment, bandages, tweezers; talking/hearing are conversations with students, staff, general public in person and via telephone; seeing driving, reports, specialized health care/procedures, cuts and bruises.