



Job Description

Health Services Assistant

Reports To:	Site Administrator
Supervises:	N/A
Pay Classification:	Range 18
Revision Date:	12/13/2017

GENERAL DESCRIPTION

Provide a variety of health services for ill or injured students and staff; assist in the preliminary evaluation and documentation of student health conditions and complaints; prepare and maintain student immunization and health records and files; perform routine clerical duties as required.

Duties and Responsibilities:

- Provide a variety of health services for ill or injured students and staff; assist in the preliminary evaluation and documentation of student health conditions and complaints.
- Administer basic first aid to students as appropriate; perform CPR in emergency situations as needed; take and record temperatures; provide ice packs and bandages.
- Assist student with injuries such as cleaning wounds and applying bandages.
- Dispense medications according to physician instructions; maintain records of dosage including amount, time, medication, authorizations and related information; administer Epi-Pen and Dias tat treatment in emergency situations; monitor student side effects and notify parents, appropriate personnel and agencies as required.
- Establish and maintain student health records including logs, lists, charts, health information, immunization, medications, illnesses, emergencies, health office visits, accidents, medical issues and other assigned duties; generate computerized lists and reports as requested.
- Contact other schools to request health records; provide health records to others according to established policies and procedures.
- Maintain confidentiality of privileged information; ensure compliance with State and federal laws and organizational policies and procedures.
- Assist in the coordination of vision, hearing and various other screening tests for students as directed.
- Prepare, process and verify accuracy and the completeness of various forms and applications; obtain information for student emergency cards and immunizations; distribute and collect materials as needed.
- Monitor and review blood sugar testing and daily glucose results for diabetic students as required; assist with determination of appropriate insulin dosage and management plan.
- Attend to personal hygiene needs of students on an as-needed basis.

- Perform routine clerical duties such as filing, typing, preparing student records and duplicating materials; compose correspondence as necessary.
- Initiate and receive telephone calls; notify parents of student illness and injury; contact emergency medical services as directed by an administrator.
- Utilize standard health instruments and first aid supplies; type and input data; operate a variety of office equipment including a computer and assigned software.
- Maintain the health office in a clean, orderly and safe condition; assist in ordering, receiving and maintaining inventory of first aid supplies as necessary; prepare and replenish First Aid kits.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Participate in meetings and attend in-service trainings related to assigned activities.

Other Duties:

- Perform related duties as assigned.
- Comply with emergency disaster plan.

QUALIFICATION GUIDELINES

Knowledge of:

- Basic health office practices, terminology, procedures and equipment.
- Health and safety regulations.
- Basic first aid and CPR procedures.
- Clean and sterile treatment techniques.
- Modern office practices, procedures and equipment.
- Applicable laws, codes, rules and regulations related to assigned health office activities.
- Safe medication and Epi-Pen administration.
- Public health agencies and local health care resources.
- Record-keeping and report preparation techniques.
- Operation of a variety of office equipment including a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Telephone and public relations techniques.

Ability to:

- Perform a variety of activities in support of student health services.
- Screen students to identify illnesses, injuries and medical emergencies.
- Prepare and maintain student immunization and health records and files.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Respond effectively and appropriately to emergency situations.
- Provide treatment and administer first aid/CPR and emergency medical care as necessary.
- Dispense medications in compliance with established District policies and procedures.
- Observe health and safety regulations.
- Type and input data at an acceptable rate of speed.
- Perform a variety of routine clerical duties.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Work confidentially with discretion.
- Utilize problem-solving, critical thinking and decision-making skills in medical emergency responses.

Education and Experience: Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position.

Education: Graduation from high school or equivalent.

Experience: One year of health care experience.

License(s), certifications or other requirements:

- Valid First Aid and CPR certification.

PHYSICAL ELEMENTS AND WORKING CONDITIONS

Working Conditions:

- Health office environment.
- Constant interruptions.

Physical Abilities:

- Dexterity of hands and fingers to operate medical equipment.
- Hearing and speaking to exchange information.
- Lifting and moving students as assigned by the position.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally to retrieve supplies.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and screen student health conditions.

Hazards:

- Exposure to blood, urine, bowel movements, vomit, blood-borne pathogens and bodily fluids.