



Job Description: Health Aide

TITLE: Health Aide

SUPERVISOR: Superintendent/Principal (or Designee)

DEPARTMENT: Front Office

CLASSIFICATION: Classified

Position Description:

The job of Health Aide is done for the purpose/s of assisting the district/school nurse in providing appropriate care and/or referral for ill, medically fragile and/or injured students as may be required; carrying out health screening in accordance with State laws and District policies; and providing clerical support in addressing the health needs of students.

Position Characteristics:

Salary: \$16/hour

Length of Contract: 11 months

Required Qualifications:

1. Job related experience within the health care field is desired
2. Community College and/or Vocational School degree with study in health care field
3. CPR/First Aide Certificate
4. Valid Driver's License & Evidence of Insurability Clearances
5. Criminal Justice Fingerprint/Background Clearance
6. TB Clearance
7. Fluent in Spanish highly desired

Job Duties:

1. Administers first aid, medication, and mandated screenings (e.g. hearing, vision, scoliosis, lice checks, immunizations, height/weight, etc.) for the purpose of assisting district/school nurse and meeting requirements.
2. Advises in the enrollment of students for the purpose of ensuring proper immunization history and verification of immunizations, and/or conveying or receiving information.
3. Assists students and other school personnel for the purpose of providing specialized treatments, monitoring medical treatments and/or testing at school.
4. Consults with district/school nurse regarding a variety of issues (e.g. emergency situations, neglect/abuse, assessment needs, infectious/contagious diseases) for the purpose of resolving immediate safety and/or health concerns, minimizing infection and complying with the law.

5. Distributes educational and instructional materials for the purpose of instructing teachers, students and/or parents on a variety of health subjects.
6. Follows universal precautions and infection control procedures at all times for the purpose of minimizing the risks of transmitting contagious and/or infectious disease.
7. Maintains inventory of school health and first aid supplies for the purpose of ensuring availability of material as needed.
8. Maintains medical emergency cards and health records (e.g. mandated screening, immunization records, medication logs, accident reports, daily logs, etc.) for the purpose of resolving discrepancies in records and/or providing information required by legal and professional standards.
9. Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting staff.
10. Prepares a wide variety of written materials (e.g. logs, re-screen lists, student records, accident reports, notices, periodic and year-end reports, etc.) for the purpose of ensuring compliance with established regulations, documenting activities, providing written reference and/or conveying information.
11. Reports unsafe environment conditions in the building or grounds to the principal/superintendent for the purpose of ensuring the safety of students and staff.
12. Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction as may be required.
13. Schedules screenings, for the purpose of coordinating activities and ensuring compliance with established regulations.
14. Supervises students for the purpose of monitoring students referred for illness and/or disciplinary actions.
15. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

SKILLS, KNOWLEDGE & ABILITIES

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials; operating equipment used in the medical profession; operating standard office equipment; including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: medical assessment and state requirements.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem

solving with data requires independent interpretation of guidelines; and problem solving with communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; setting priorities; and being flexible.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking and 40% standing.

HOW TO APPLY

Candidates for this position should submit a cover letter, resume, and contact information for three to five references. Please combine all documents into a single PDF and send to vbanaga@lgelm.org.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Le Grand Union Elementary School District does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Le Grand Union Elementary School District is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.