

JOB DESCRIPTION
Barstow Unified School District

Health Assistant

Purpose Statement

The job of Health Assistant is done for the purpose/s of providing support to the educational process with specific responsibilities for administering first aid and dispensing prescribed medications under the direction of a health care professional; coordinating with other personnel in supporting students with special needs; documenting activities in accordance with established guidelines and/or regulatory requirements; and assisting health care professionals in conducting prescribed health screenings and services.

This job reports to the Assigned Administrator

Essential Functions

- Advises assigned administrator of observations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Assists with mandated screenings (e.g. vision, dental, hearing and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions.
- Assists with administering medication and specialized medical treatments under physician's orders and with specialized training (e.g. oral suctioning, catheterization, blood sugar tests, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Attends meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.
- Cleans work areas (e.g. sinks, counters, etc.) for the purpose of maintaining a sanitary environment.
- Communicates with parents, students, health care providers, and/or public agencies for the purpose of promoting needed treatment and/or complying with legal requirements.
- Compiles and inputs data (e.g. screening results, immunizations, etc.) for the purpose of preparing reports, entering new student information or processing requests.
- Distributes information on a variety of health subjects (e.g. lice, ringworm, drug prevention, personal hygiene, etc.) for the purpose of providing instructional materials to teachers, students and/or parents.
- Escorts medically fragile students and those requiring medical treatments to campus locations and/or on field trips for the purpose of ensuring a safe arrival to and from destination and/or maintaining continuous health care as required.
- Maintains student health records manual and electronic records (e.g. prescription dispensing log, immunization records, medical emergency cards, health room daily log, diabetic log, etc.) for the purpose of providing information required by regulatory requirements.
- Monitors students referred to the health room for the purpose of ensuring their safety and/or referring to a medical professional for review and/or services.
- Orders supplies for the purpose of maintaining inventory and ensuring availability of items.
- Performs general clerical work (e.g. duplicating, answering phones, etc.) for the purpose of ensuring the efficient operation of the health office.

- Performs and/or assists with procedures for students as directed by a licensed health care professional (e.g. feeding tubes, catheterization, toileting plans, etc.) for the purpose of providing appropriate care for students with medical needs.
- Prepares written materials (e.g. incident reports, CPS reports, field trip lists, health related passes, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. field trip paperwork, new student health files, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Refers students, under the direction of a licensed health professional, requiring further medical attention for the purpose of providing information on available follow-up treatment and services.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, inappropriate behaviors, contagious diseases, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code and school policies.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, injuries, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Verifies student health data (e.g. information, immunizations, physical exams, etc.) for the purpose of ensuring student health records are current, accurate and in compliance with State and Federal regulations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; administering first aid and/or prescribed medications; handling hazardous materials; operating standard office equipment and office technology; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards; job-related codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices; and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, 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 defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or

purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: accuracy and attention to detail; dealing with frequent interruptions; diffuse argumentative behavior; maintaining confidentiality; organizing tasks; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; 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 impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 45% sitting, 45% walking, and 10% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency Any combination equivalent to: Graduation from high school AND at least two (2) years in a health care service environment or working with children.

Required Testing

Pre-Employment Proficiency Test

Required Words Per Minute - 30 Minimum

Certificates

CPR/First Aid Certificate

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background

Clearance

TB Screen

FLSA Status

Non Exempt

Approval Date

5/22/2018

Salary Range

27