

JOB DESCRIPTION
Pleasanton Unified School District

HEALTH SERVICES ASSISTANT

Purpose Statement:

The job of Health Service Assistant is done for the purpose/s of ensuring appropriate immediate care and/or referral for ill, medically fragile and/or injured students as may be required; assists in scheduling health screenings in accordance with State laws and District policies; and providing clerical support in addressing the health needs of students. Performs routine first aid and health care procedures under the direction of a licensed credentialed school nurse.

Essential Functions

Under the general supervision of a licensed credentialed school nurse and site administration, the Health Services Assistant will administer basic and emergency first aid and assists with screenings (e.g. hearing, vision, scoliosis, lice checks, immunizations) for the purpose of meeting immediate healthcare needs of students and assisting the health care professional in meeting mandated requirements.

- Advises in the enrollment of students for the purpose of ensuring proper immunization history and verification of immunizations, and/or conveying or receiving information.
- May voluntarily assist with medication administration to students (e.g. daily needs, field trip preparation) as required within established health guidelines. Assist with the medication administration under the health care provider's written orders and within the parameters of California law.
- Assists students with a variety of procedures for the purpose of ensuring student's personal hygiene (e.g. bodily fluids, clothing).
- Maintains, cleans and organizes work areas (e.g., office areas, sinks, equipment, cots and counters) for the purpose of maintaining safe and sanitary environment.
- Communicates with parents, students, staff, emergency personnel, etc. for the purpose of providing information on a variety of issues.
- Consults and collaborates with School Nurses/Administrators regarding a variety of issues (e.g. emergency situations, neglect/abuse, assessment needs, and infectious/contagious diseases) for the purpose of resolving immediate safety and/or health care concerns, minimizing infection and complying with the law.
- Distributes approved, by the licensed credentialed school nurse or Health Department, educational and instructional materials for the purpose of informing teachers, students and/or parents on a variety of health subjects (e.g. notifications for lice, chickenpox, ringworm).
- Follows universal standard precautions and infection control procedures for the purpose of minimizing the risk of transmitting contagious and/or infectious disease .
- Maintains inventory of school health and first aid supplies for the purpose of ensuring availability of material as needed.
- Confidentially maintains a variety of health related records both manual and electronic (e.g., mandated screenings, immunization records, medication logs, accident reports, and daily illness/injury logs).
- Performs record keeping and clerical functions (e.g., scheduling, copying, faxing, computer data entry, proofreading, and filing) for the purpose of supporting health services staff.
- Under the direction of credentialed RN and/or site administrator prepare and maintain documentation for the purpose of providing data required for mandatory reporting or conveying information.

- Responds to inquiries from a variety of internal and external parties by phone, letter or in person (e.g., staff, parents, students, and public agencies) for the purpose of providing information, facilitating communication and/or direction/referral as may be required.
- Monitor students referred for illness, injury, or students involved in disciplinary actions.
- Assist students under the general supervision of a licensed credentialed RN, as defined by law and the Health Services Assistant Guidelines*, and other school personnel for the purpose of providing specialized treatment, monitoring medical treatments and/ or testing at schools sites. *Health Services Assistant Guidelines shall be developed by January 31, 2018.

Other Functions

Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to 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 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 solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: established health guidelines and first aid and state requirements; concepts of grammar and punctuation; and office methods and practices

ABILITY is required to schedule activities, meetings, and/or events; 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 wide diversity of individuals; work with a variety of data; 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 equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working under constant interruptions; working with detailed information/data; setting priorities; being flexible; and working under minimal supervision.

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 and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands : occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity . Generally the job requires 40% sitting, 15% walking, and 45% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

State Mandated Trainings

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis TB Clearance

FLSA Status

No Exempt

Approval Date

5/25/2017

Salary Grade

Classified
Range 13

