

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: HEALTH ASSISTANT

DESCRIPTION OF BASIC RESPONSIBILITIES

To administer basic first aid and screen ill and injured students. Provide health services to students with specialized health care needs under the guidelines provided by the student's medical doctor. Assist with health screening programs, maintain and prepare state mandated health files and reports.

SUPERVISOR: Designated Administrative Personnel

TYPICAL DUTIES:

1. Dispense medication according to prescribed dosages; record medication and treatment given as required by law.
2. Perform procedures that include but are not limited to, ongoing diabetic care (including insulin, glucagon, blood sugar testing and diabetic pump programming.) tube feeding, administering anaphylactic injections and other activities similar in nature as directed by physician orders.
3. Administer first aid as necessary in emergency situations and notify nurse, administrator, parents or EMS personnel as necessary.
4. Utilize a variety of health products and supplies in caring for injuries and health needs.
5. Inventory and maintain health equipment. Order first aid and office supplies.
6. Schedule state mandated testing for students to include vision, hearing, dental and scoliosis screening. Notify parents by mail if follow-up or further testing is needed.
7. Prepare, maintain and type a variety of health/medical records and files, including: forms, notices and referrals.
8. Audit student health records, including immunization, vision, scoliosis, dental and hearing screening for compliance with state mandates.
9. Flag cases that require review and notify nurse.
10. Notify nurse, teachers, nutrition services and appropriate staff of student health concerns or restrictions.
11. Contact parents/guardians in case of student illness or injury.
12. Attend meetings and assist other school personnel as requested.
13. Maintain health offices in clean and sanitary condition.
14. Attend training and ongoing education to better serve student needs.
15. Perform other duties similar to the above in scope and function as necessary and as required by law.

EMPLOYMENT STANDARDS:

Knowledge of:

- District policy procedures regarding the administration of medication to students;
- Basic medical terms and procedures;
- Safe practices in office and health office settings;
- Proper lifting techniques;
- Emergency medical resources available in community;
- Basic medication administration and evaluation of medical effects and related procedures;
- Scope and limitation of first aid treatment;
- Basic methods used for cleaning and sanitizing;
- Common symptoms of common childhood diseases;
- Physical development of pre and early adolescents;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Oral and written communication;
- Interpersonal skills using tact, patience and courtesy;
- Basic record keeping techniques.

Ability to:

- Provide first aid and CPR;
- Ability to take and interpret vital signs, including, temperature, blood pressure, respirations and pulse;
- Recognize the first aid and health need of students to make decisions as to appropriate solutions;
- Establish priorities and respond appropriately in emergency situations;
- Work with ill and injured students;
- Remain calm in stressful situations;
- Read and comprehend basic medical terms;
- Learn and apply appropriate medical methods and procedures with clearly defined guidelines;
- Understand and follow written and oral directions;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Perform clerical duties for successful job performance;
- Maintain routine records;
- Perform work with many interruptions;
- Operate standard office equipment including computer;
- Ability to maintain a clean, safe and orderly environment;
- Learn the appropriate community resources available to students and parents/guardians for a specific health need;
- Learn, explain and apply applicable rules, policies and procedures set by board and state.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- First Aid and CPR certificate
- California driver's license
- Complete hepatitis vaccine series
- TB test clearance
- Drug test clearance
- Department of Criminal Justice fingerprint clearance.

PHYSICAL CHARACTERISTICS:

- Sit or stand for extended periods of time;
- Ability to observe students' symptoms and injuries;
- Reach overhead and horizontally to retrieve and store supplies;
- Kneel or crouch;
- Hear and speak to exchange information;
- Lift moderately heavy objects.

HAZARDS:

- Exposure to bodily fluids;
- Exposure to various diseases and viruses.