

## **HEALTH AIDE**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the general direction of the Director of Business and Psychological Services and the functional direction of the Head Nurse in providing support in addressing basic health care needs services to elementary and middle school students; assisting in implementing the school health program; and providing appropriate care and/or referral for ill, medically fragile and/or injured students under the supervision of the school nurse.

### **ESSENTIAL JOB FUNCTIONS:**

- Provide necessary first aid and emergency care to students; perform specialized physical health care services in accordance with Education Code Section 49423.5 under the supervision of a qualified school nurse, public health nurse, or licensed physician and surgeon.
- Supervises students referred for illness and/or injury for the purpose of monitoring their care and maintaining order in the health room.
- Communicates effectively with school nurse, staff, and parents regarding health care needs and concerns for the purpose of referring students in need of further medical/dental treatment.
- Communicates with parents and school staff by phone as directed by the School Nurse.
- Contact parent/guardian in case of student illness/injury.
- Assist the school nurse in screening for vision, hearing and general health; chart results of testing; maintain records; schedule and track students requiring follow-up by school nurse or medical provider.
- Assists in making home visits to promote understanding of health problems and appropriate care to resolve them.
- Verifies immunization status and maintains immunization records of students.
- Dispenses medications under appropriate guidelines and maintains an inventory of all medication dispensed at school sites.
- Maintains health room and work areas (e.g. supplies, inventory, cleanliness) for the purpose of providing adequate supplies and a sanitary and safe environment.
- Performs record keeping and clerical functions under strict confidentiality (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting health services staff.
- Assists in data collection for reports required by the State, County and District.
- Assists in performing head checks for lice infestation.
- Identify and report suspected victims of child abuse to appropriate officials and agencies.
- Set up and maintain first aid kits for class field trips under established guidelines; notify teacher/school nurse of special needs and medications of students going on field trips.
- May travel from school to school.
- Perform related duties and responsibilities as assigned.

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to follow oral and written directions.
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.

**KNOWLEDGE OF:**

- Basic principles and practices of first aid, CPR, Standard Precautions, blood borne pathogens and communicable diseases.
- Signs and symptoms of basic childhood illnesses.
- State health laws pertaining to school children (e.g. immunization requirements).
- Basic medical terms, codes, and acronyms.
- Basic treatment for medical conditions (e.g. seizures).
- Modern office practices, methods and computer equipment.
- Principles and procedures of record keeping and reporting.
- Alphabetical, numerical and subject matter filing systems.
- English usage, spelling, vocabulary, grammar and punctuation.

**SKILL AND ABILITY TO:**

- Work closely with and under the direction of the school nurse and under the supervision of the school Principal.
- Learn the principles, procedures and techniques used in screening for vision, hearing and general health.
- Learn the principles, practices, methods and techniques used in first aid, CPR, Standard Precautions and control of communicable diseases.
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions including, appropriate guidelines for dispensing medications.
- Assist school nurse in screening for vision, hearing and general health.
- Administer first aid and CPR to students.
- Care for individual physical/medical health care needs of students including, orthopedically or physically handicapped students.
- Operate personal computer and standard office equipment.
- Participate in training sessions to advance understanding and knowledge of health related issues and State requirements.
- Perform routine clerical tasks to maintain and organize health records.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.

**WORKING CONDITIONS:**

- School office environment
- Home visits
- Some driving

**PHYSICAL FUNCTIONS:**

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, reach in all directions, twist and lift 25 lbs.; exposure to chemicals, medications and communicable diseases and viruses.
- Read notes, memos and printed material.
- Ability to respond to emergency situations and to work with students.

**EDUCATION AND EXPERIENCE:**

- Equivalent to the completion of the twelfth grade .
- Currently holds or is eligible for one or more of the following certificates or licenses:
  - Certified Nursing Assistant (C.N.A.)
  - Home Health Aide Certificate (H.H.A.)
  - Other Health Certification acceptable to the District
- Possession of current certification in first aid and CPR.
- Possession of a valid California Driver's license.

**WORK YEAR:**

The work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**

*Update: September 9, 2014  
Board adopted: January 13, 2009*