

Richfield Public Schools

Position Title: Health Assistant Paraprofessional

Department / Unit: Building as Assigned

Accountable To: Principal, District Nurse or other Authorized Staff Member

Date of Latest Revision: May 2015

I. PURPOSE OF THE POSITION

To serve as a non-licensed auxiliary health care worker and provide episodic, immediate care to injured students and staff; ill students and staff; and students with communicable and/or chronic diseases in a manner consistently compliant with all District health protocols, standing orders and all other applicable regulations and policies.

II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Develops and sustains a close working relationship with the District's nursing staff and other Health Assistant Paraprofessionals to ensure a clear understanding and consistent application of all District policies, nursing practices and other protocols that control and define the ways in which episodic and emergency care is to be delivered.
- D. Checks the immunization status of new students to ensure compliance with all applicable laws and regulations.
- E. Provides episodic, immediate care to staff and students in a manner compliant with all applicable District and/or State policies and regulations.
- F. Administers medications according to established District protocols and ensures that all medications are secured before and after use.
- G. Delivers auxiliary health care to students with special needs consistent with the training and information provided by the District Nurse or other health care professionals.
- H. Confers regularly with the District Nurse, Principal and other authorized staff as needed for direction and/or to discuss particular cases or actions to be taken in the delivery of care.
- I. Maintains a current CPR certification.
- J. Records student health service visits and thoroughly documents all actions taken to provide appropriate care within the proscribed authority limits of the position.
- K. Initiates, maintains and annually audits student health records, ensuring that all records are current, complete and accurate.

- L. Ensures that all health information for which responsible is handled in a completely confidential manner, ensuring that information is released verbally or in writing to authorized individuals, on a need-to-know basis, and in accordance with Federal and State data privacy laws and District policies.
- M. Compiles and submits various reports to the District Nurse as scheduled or requested.
- N. Orders basic health service supplies and equipment as scheduled or needed according to established District procurement procedures, keeps an accurate inventory, and distributes first aid materials to staff as directed.
- O. Performs basic clerical support for the nursing staff including reception, switchboard, filing, word processing, messages, etc. as may be required.
- P. Performs other job responsibilities as assigned.

III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
 - High School or GED equivalent.
 - 2 years of post-high school education in a health care field preferred.
 - Demonstrated understanding of and ability to work effectively with special needs students, including dealing with seizures and medical emergencies.
 - Demonstrated interest and abilities to develop and sustain good relationships with students, staff, parents, guardians and others connected to the school setting.
 - Demonstrated computer literacy and competence with the building's / department's / District's current office technologies required to keep assigned student / program records.
 - Excellent command of English in both oral and written form.
 - Current Red Cross First Aid certificate preferred.
 - CPR certification following on-the-job training.
 - Bilingual competency is highly desirable.

IV. WORK ENVIRONMENT

- Work is typically performed in an inside, temperature controlled environment.
- There are some recognizable and controllable hazards when providing episodic and auxiliary health care. Consistent compliance with District policies and protocols for the use of protective clothing and equipment is expected.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.