



TITLE: HEALTH SERVICE ASSISTANT

FLSA: Non-Exempt Classified

Salary Range: 9

PURPOSE: The Health Service Assistant meets student medical needs as required and maintains student health records and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains a clean and well organized health care room space in which to provide safe care.
- Maintains health room first aid provisions necessary to meet emergency needs.
- Documents and dispense medication to students according to Board policy, instructions, and nursing supervision.
- Documents all medical care and/or support given in addition to student or staff interactions.
- Maintains communication with District Nurse about events in health room & student health needs.
- Notifies District Nurse in a timely manner of urgent health conditions.
- Distribute health protocols to all appropriate staff.
- Provides standard first aid, as defined by the American Red Cross, in a competent and compassionate manner.
- Accesses appropriate programs and update records as needed.
- Maintains, stores, and retrieves student health information in a timely, accurate, and efficient manner using standard office systems, equipment, and software. Also stays compliant with HIPPA and FERPA standards.
- Supervises students outside the classroom, as assigned, to support the district's discipline and instructional programs.
- Helps prepare/provide for the health needs of students on field trips.
- Assists in keeping student immunization records compliant with the law (Oregon Health Authority Law). Responsible to coordinate immunization record assessments compliant with the law, primary review, and ensuring students are excluded from school if so ordered by the local health department. Able to access ALERT IIS and update students' immunization records as needed.
- Assists with building/program communications, both oral and written, in a manner that supports effective decision making and facilitates the work of other staff.
- Provides other related services as assigned.
- Coordinates with Nursing Office for the state required Vision and Dental Screenings
- Coordinates with LBL ESD for hearing screenings

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, parents and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.



- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills and make necessary changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS:

- Medical certifications as needed and may change based on health conditions of student population at each school as determined by District Nurse.
- Experience working with and responding to people from diverse cultures and/or backgrounds.
- Requires a high school diploma or equivalent.
- Ability to respond effectively to medical emergencies as trained by certifications and District Nurse.
- Completion of blood borne pathogen protection training.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively perform multiple, simultaneous tasks with numerous interruptions & prioritize focus of attention based on training by District Nurses.
- Ability to use office information systems, paper and electronic, as well as standard office equipment and software, Microsoft Office Suite, including word processing and spreadsheets.
- Ability to independently organize and carry out work assignments, and to plan and direct the work of assigned students.
- Strong skills in interacting effectively and collaboratively with diverse individuals or groups, using creative problem-solving and conflict resolution skills.
- Ability to understand and implement the school/program's student discipline policy and to manage student behavior effectively outside a classroom setting.
- Ability to understand and explain the building/program's instructional goals and carry out work assignments in a manner that supports those goals.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.
- Willingness to develop job skills from District Nurse.
- Willingness to learn new programs as needed.
- Standard First Aid certification (required).
- CPR (required)

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to frequently walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.



While performing the duties of the position, the employee works with standard office and or instructional equipment with moving mechanical parts. The employee frequently is required to use hands for fine and repetitive manipulation and required to sit for long periods of time. The employee's work is almost exclusively indoors. The employee regularly must lift, move, and/or carry up to 25 pounds and frequently lift and/or move up to 40 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment could be usually low to occasionally moderate.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups.

The following person has been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director and Title IX Coordinator, jennifer.duvall@corvallis.k12.or.us 541-757-5840 | 1555 SW 35th Street, Corvallis, OR 97333

El Distrito Escolar de Corvallis no discrimina en base a la edad, nacionalidad, color, discapacidad, expresión de género, identidad de género, origen nacional, situación de los padres o de su estado civil, raza, religión, sexo u orientación sexual en sus programas y actividades, y proporciona igualdad de acceso a los grupos de jóvenes designados. La siguiente persona ha sido designada para atender las consultas acerca de la discriminación: Jennifer Duvall, Director de Recursos Humanos y Coordinadora de Título IX,

jennifer.duvall@corvallis.k12.or.us
541-757-5840 | 1555 SW 35th Street, Corvallis, OR 97333