

DOUGLAS COUNTY SCHOOL DISTRICT HEALTH AIDE

FUNCTION

Performs routine to moderate work in providing basic health care services as trained and delegated to injured and ill students; performs simple health procedures to children with special needs; serves as member of the health services staff at the school and assists in district-wide health program projects in accordance with Nevada Revised Statutes; notifies School Nurse and other appropriate school authorities and parents or responsible adult regarding student's condition; maintains student's personal, immunization and medical records and files; assists with the screenings of vision, hearing, dental and physical appraisals in accordance with State law and District policies and procedures.

SUPERVISION RECEIVED

Work is performed under the general supervision of the School Nurse and under the administrative direction of the Site Administrator. The Chief Health Nurse, in cooperation with the Administrator, will at least annually evaluate the Health Aide's performance.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Render first aid to injured and ill students. Follow protocols and safety precautions on health issues.

Perform a variety of health related services to children as delegated by the School Nurse. Such services may include catheterization (if delegated), diapering and toileting children with special needs.

Under the direction of the school nurse, assist students with medication as prescribed by physician and approved and supplied by parent.

Maintain appropriate school and health records; update and maintain students' health and immunization records and files.

Maintain appropriate communication with the school nurse, school staff and parent/guardians regarding student health status.

Assist with basic hearing and vision screening for students.

Assist in coordinating and conducting immunization audits.

Refer students to school nurse as necessary.

Document care provided for each student; prepare required student incident reports; prepare monthly reports and general clerical duties in the accomplishment of assigned tasks.

Clean and change clinic beds; clean and disinfect equipments; maintain clinical area in a neat and clean manner; maintain sufficient stock of supplies.

Maintain regular and punctual attendance.

Maintain familiarity and keep site administration informed of health guidelines and regulations.

Participate in regular meetings with district-wide health services personnel as requested.

Administer first aid in accordance with District policies.

Exercise judgment regarding the disposition of pupils who become ill or who are injured at school.

Serve as liaison between community agencies and the school.

NON-ESSENTIAL FUNCTIONS

Perform other related duties as assigned.

WORK CONTACTS

Contact with students, staff and parents. Some contact with the general public. Daily contact with possible infectious conditions.

CONDITIONS OF WORK

Light physical activity in a normal office environment. Must be able to push, pull, lift, and carry up to a maximum of 50 pounds.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of health guidelines and regulations; knowledge of methods and techniques of public health service; knowledge of first aid and emergency procedures and methods necessary to assist in contributing to the total health program of the school; knowledge of state laws and district policies and procedures governing a health services program. The ability to perform the following work activities with or without reasonable accommodations:

- ◆ Service and maintain the confidence and cooperation of students.
- ◆ Communicate effectively with students, parents and staff.
- ◆ Respond quickly to emergency situations.
- ◆ Administer first aid in accordance with district policies.
- ◆ Maintain accurate records and reports.
- ◆ Follow oral and written instructions.
- ◆ Work harmoniously with those contacted in the course of work.
- ◆ Work independently.
- ◆ Maintain confidentiality.
- ◆ Maintain regular attendance and punctuality.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma and current Cardiopulmonary Resuscitation (CPR) Certificate; and possession of current Standard First Aid Card; or First Responder Certification; or Emergency Medical Technician Certification; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

EMPLOYEE'S ACKNOWLEDGEMENT:

I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date

<u>Period of Service</u>	<u>Classified Salary Schedule</u>	<u>FLSA Status</u>
182 days	Range 9-A	Non-Exempt

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