

Health Assistant

Purpose Statement

The job of Health Assistant is done for the purpose/s of providing clerical/clinical support in addressing the health needs of students; and providing appropriate care and/or referral for ill, and/or injured students as may be required.

Essential Functions

- Administers mandated screenings (e.g. hearing, vision, lice checks, blood pressure, etc.) for the purpose of assisting nurses and meeting requirements.
- Advises in the enrollment of students for the purpose of ensuring proper immunization history and verification of immunizations, and/or conveying or receiving information.
- Assists nurses, students, and other school personnel for the purpose of providing specialized treatments, monitoring medical treatments and/or testing at school sites.
- Cleans and organizes work areas (e.g. office areas, sinks, counters, etc.) for the purpose of maintaining a sanitary environment.
- Consults with RN regarding a variety of issues (e.g. emergency situations, neglect/abuse, assessment needs, infectious/contagious diseases,) for the purpose of resolving immediate safety and/or health care concerns, minimizing infection and complying with the law.
- Distributes educational and instructional materials for the purpose of instructing teachers, students and/or parents on a variety of health subjects.
- Follows universal precautions and infection control procedures at all times for the purpose of minimizing the risk of transmitting contagious and/or infectious disease.
- Maintains inventory of school health and first aid supplies for the purpose of ensuring availability of material as needed.
- Maintains health records (e.g. mandated screening, immunization records, medication logs, accident reports, daily logs, etc.) for the purpose of resolving discrepancies in records and/or providing information required by legal and professional standards.
- Participates as a provider in the recording, reporting and gathering of data for the Direct Service Claiming (DSC) program for the purpose of meeting (DSC) requirements.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting health services staff.
- Prepares a wide variety of written materials (e.g. purchase orders, rescreen lists, student records, accident reports, notices, newsletters, periodic and year-end reports, etc.) for the purpose of ensuring compliance with established regulations, documenting activities, providing written reference and/or conveying information.
- Reports unsafe environment conditions in the building or grounds to the principal for the purpose of ensuring the safety of students and staff.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction as may be required.
- Schedules screenings, etc. for the purpose of coordinating activities and ensuring compliance with established regulations.
- Supervises students for the purpose of monitoring students referred for illness, failed screenings and/or injuries
- Administer medications and treatments under the supervision of the nurse and the Director of Health Services.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. in-service training, faculty meetings, etc.) for the purpose of conveying and/or receiving information.

Minimum Qualifications

Mental Requirements

Learning Development- Level C Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 1 Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 110

Work Calendar: Support 9 Month