

## POSITION GUIDE

**Position Title:** Health Care Assistant

**Code:**

**Department:** Early Childhood & Special Education Services

**Group:** INSUP

**Reports to:** Program Supervisor

**Date:** January 2023

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### PURPOSE OF POSITION:

Health Care Assistants (HCA) are responsible for meeting the medical needs of students enrolled in IU-operated special education and alternative education classes/programs and providing reinforcement of academic skills to ensure a safe and productive classroom environment.

### ESSENTIAL FUNCTIONS:

***All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:***

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***

1. Performs yearly height, weight & BMI assessment and visual and hearing screenings and maintains accurate and up-to-date cumulative health records, medication and/or medical procedure record sheets and immunization forms as required by the state.
2. Dispenses prescribed, physician ordered medications and or procedures according to IU/District policy.
3. Interprets student health information provided by physicians, medical facilities, social agencies and parents.
4. Observes students on a regular basis to assess health problems and makes referrals to parents to seek medical treatment on an individual basis, as needed.
5. Assists students with toileting and other personal hygiene related daily living skills in the classroom and works with students on developing self-care skills in these areas for outside the classroom, as directed.
6. Cares for ill or injured students and administers first aid in accordance with established first aid procedures.
7. Increases student and staff awareness on student health-related problems and issues such as bee stings, allergies, asthma, diabetes, hygiene and nutrition.
8. Reinforces academic skills with individual students, or small groups of students, as directed by the teacher.
9. Attends field trips and/or other school events to support students with medical needs, as directed.
10. Follows district policy regarding re-admission of student in connection with infections or contagious diseases.
11. As a mandated reporter, adheres to procedures when suspecting child abuse or neglect.

***This is not a complete itemization of all facets of this position.***

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12. Adheres to the established work schedule through regular and consistent attendance.
13. Maintains up-to-date technical skills as required for position including mandatory training and education.
14. Performs other activities as necessary.
15. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

### **MARGINAL FUNCTIONS:**

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

Education Required:	High School diploma
Certification Required:	Licensed LPN, current CPR, AED and 1 <sup>ST</sup> Aid
Other Qualifications:	Willingness to work as part of an educational team and to become familiar with the unique student needs and rights and regulations governing special education placement. Willingness to provide a safe environment for the students we serve and the ability to adapt to unexpected, changing situations.
	Proficient computer skills. Ability to learn and utilize new programs, applications and electronic devices

### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The strength and ability to assist in lifting and supporting students of ages ranging from pre-school to twenty-one and their assistive appliances.

Considerable bending, stooping, twisting, kneeling, and squatting must be tolerated as well as the ability to assist in physical interventions (such as physical restraints) when necessary.

Ability to maneuver student/adults into a safe position for administering First Aid or CPR

### **PHYSICAL/MENTAL/ENVIRONMENT:**

Physical Demands:

Activities:	Sit: 20% Walk/stand: 80% Driving to other locations: as required
Lifting:	Up to 50 lbs. See Essential Physical Requirements above
Vision:	Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Special Education classes, schools and building

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