



## CLINIC HEALTH AIDE

Rev. June 2022

**Job No.:** P323

**Reports to:** Director of Health Services

**Dept/Campus:** High School & Student Support Services

**FLSA Status:** Non-exempt

**Pay Grade:** PP3

**Term:** 184 Days

### PRIMARY PURPOSE:

To assume record keeping activities, provide minor first aid and conduct health screenings under the supervision of a RN. Clinic health assistants may be moved from campus to campus based on student enrollment and medical acuity needs.

### MAJOR RESPONSIBILITIES AND DUTIES

- Provide first-aid and treat minor injuries and illnesses according to established guidelines from the district's RN.
- Perform data entry, filing, and clerical tasks as requested.
- Communicate with parents concerning the illness or injury of their student.
- Administer First Aid/CPR/AED as necessary.
- Administer medication as prescribed, while assuring compliance with state law and district policy.
- Establish and maintain student immunization records in compliance with state immunization requirements.
- Perform delegated health procedures for students with health needs as necessary per physician's orders.
- Perform state-mandated vision, hearing, spinal, and Acanthosis Nigricans screening and refer as needed.
- Enter screening data for state reporting as required.
- Provide health care information for individuals or groups.
- Reinforce healthcare teachings of groups or individuals as needed.
- Conduct inventory and order supplies for clinic as needed.
- Communicate all findings to the campus RN for guidance.
- Participate in providing campus safety and security input.
- Demonstrates regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- First Aid/CPR/AED certification. Vision/Hearing/Spinal screening and Acanthosis Nigricans certification.
- Experience in providing clinical support. EMT, MA, RRT or other healthcare training is preferred.

#### Knowledge/Skills/Abilities:

- Skill in oral and written communication.
- Ability to communicate effectively; manage multiple priorities and projects; make decisions quickly and independently; understand written and verbal instructions; and relate to students and families from a variety of backgrounds.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

**Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals. Potential exposure to bodily fluids and communicable diseases.
- May be required to lift 50-80 pounds unassisted.
- May be required to lift 81-200 pounds assisted.
- Occasional prolonged and irregular hours.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.