

CLASSIFICATION TITLE
HEALTH ASSISTANT

SUMMARY

Assists school nurse in caring for the health needs of children and staff at a TUSD school. Under the direct/indirect supervision of a school nurse, performs the essential functions of a health assistant.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

Three years of experience in a health care setting or school health environment.

Basic training in first aid and CPR certification.

Awareness of the universal precautions for handling body fluids.

Must demonstrate proficiency with thermometer and sphygmomanometer.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

CPR and First Aid Certification. Certification must be maintained current during course of employment.

Must release Social Security Number to be eligible for [AZ Health Care Cost Containment System] AHCCS-Provider ID Number.

Health Services orientation / training required upon employment.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Maintains a daily log of all students tended to, recording reason for visit and action taken; inputs data into computer.

Administers and documents medications, including insulin, glucagon, and epinephrine, given to students according to physician's or nurse's instructions, with parental written consent, as per TUSD policy.

Serves as a liaison between children, TUSD staff, school Nurse, parents, and community and external health and social agencies.

Arranges for and conducts vision and hearing tests for students. Documents results on student health records in accordance with TUSD Health Services Handbook. Informs nurse of students who fail tests.

Prepares first aid kits to include Q-tips, Vaseline, Band-Aids, cotton and soap for each class. Instructs teacher in its use.

Administers first aid to children for injuries and illnesses.

Takes blood pressures, pulses and temperatures of children. Informs school nurse of results and/or documents results.

Administers CPR, Heimlich and first aid as needed in case of an emergency.

Maintains student health records. Ensures health histories are recorded. Performs height and weight checks for each child and posts result to health record.

Files parental approval slips in cumulative folders.

Gathers immunization history from parents, physicians and health care facilities and records on health record. Interprets immunization records.

Ensures that the health office has needed supplies and materials.

Will act as the "Voluntary Diabetes Care Assistant."

Arranges for and assists nurse with special health programs such as: lice screening, fluoride administrations and immunization clinics.

MARGINAL FUNCTIONS

Answers telephone and take messages.

Contacts parents when child is ill or injured.

Completes accident report forms.

Coordinates the activities of student aides and volunteer adults.

Verifies student health records against computer print out listing and corrects errors where appropriate.

MENTAL TASKS

Communicates. Comprehends. Reads. Performs job functions from oral instructions.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required only to supplement sedentary work. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying weights up to 25 pounds, and may involve moving and lifting children. Moderate walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may be required to obtain a driver's license in some instances. Visual weakness must not prohibit performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Hearing and vision testing equipment. Uses office equipment such as telephone, copier, computer and typewriter. Medical devices, such as sphygmomanometer and thermometer.

WORKING CONDITIONS

Indoors. Nurse's office. Contact with children, parents and employees. Outside as needed.

CONTROL, SUPERVISION

None

M: JOB 44301

DCox – 10/7/99

Revised 2/00, 6/01, 11/03, 1/04, 06/04, 3/06, 7/08, 8/08, 11/12, 2/14

Upgrd: 1/08, 1/15