

HEALTH AIDE

Purpose Statement

To assist and relieve the school nurse of paperwork and duties so that she/he may devote maximum attention to creating a climate of health and well-being within the district schools. Contribute to effective school public relations by prompt, courteous handling of all inquiries and visitors, and provide appropriate service to and supervision of the nurse's office.

Essential Functions

- Obtains, gathers, and organizes pertinent data as needed and puts it into usable form.
- Maintains a regular filing system.
- Answers office telephone and responds appropriately to requests for information.
- Processes incoming and outgoing correspondence as instructed.
- Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to the proper person.
- Carries out delegated nursing tasks for students and staff
- With appropriate training and certification, administers first aid when necessary.
- As designated by school nursing personnel, assists self-directed students to take assigned medications that are kept in the school health office.
- Follows established school procedures for care and reporting of injuries and illness.
- Consults with school nursing personnel regarding unusual or difficult problems.
- Stores and retrieves data from a computer.
- Handles all information pertinent to the school in strict confidence.
- Assist the nurse in health screenings and completing health inventories.
- Maintains the first aid station to provide temporary care to students in the absence of the nurse.
- Participates in in-service training programs.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple technical tasks, with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in a clinical setting; operating standard office equipment, including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule several activities, meetings, and/or events; gather, collate, and/or classify data; and consider several factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem-solving is required to analyze issues and create action plans.

Problem-solving with data frequently requires independent interpretation of guidelines, and problem-solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting up to 50 lbs., carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 33% sitting, 34% walking, and 33% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Reports To School Nurse and Building Principal

Supervises Students as assigned

Education High School diploma or equivalent
Licensed Practical Nurse (LPN), Nursing assistant (CNA), or certified medical assistant (CMA)

Qualifications Must be able to read, write, and comprehend written and oral instructions

Experience Job related experience with increasing levels of responsibility is desired

Terms School Term work schedule. Salary to be determined by current salary schedule

FLSA Status Non-Exempt

Continuing Education/Training

Annual Training Videos

Certificates & Licenses

Current LPN License, OR
Current CNA or CMA Certificate

Clearances

Background Check
Pre-employment Physical
TB Test