

# Health Assistant

Dept/Div: Clerical/NA

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate skilled human support work providing first aid and care to students with health needs, maintaining health information, administering medication to students, and related work as apparent or assigned. Work is performed under the close supervision of the Licensed School Nurse, Building Principal and Director of Special Services.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Provides first aid and health care to students according to district policies, guidelines and procedures.

Makes observations about a student's health status and makes a referral to the licensed school nurse per district guidelines or when further assessment is needed; implements health care plan/emergency care plan for each student examined if an emergency condition is present.

Administers medications to students according to school district policies, guidelines and procedures, and as delegated by the licensed school nurse.

Performs various screenings and tests (vision, hearing, height and weight) for students according to Minnesota Department of Health guidelines.

Provides specialized health care procedures, as delegated by the licensed school nurse.

Collects and maintains student immunization information according to state immunization laws.

Maintains student visit and care logs, incident/accident reports, and medication administration; maintains student health records and emergency contact information; performs follow up tasks; maintains student clinic records.

Monitors and documents incidents of communicable diseases, in collaboration with the licensed school nurse, and according to district policies and guidelines.

Provides clerical services to the Health Office - filing, copying, distributing materials, answering and monitoring phones, monitoring email.

Maintains Health Office cleanliness; ensures that adequate and proper supplies are available.

Contacts parents/guardians according to school district protocols.

Creates a positive relationship with the customer and ensure the interaction the customer has with the district is an efficient and satisfying experience.

Performs other duties as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge and skills of first aid and CPR; demonstrated knowledge and skill in the administration of medications; ability to accurately document observations and care given; ability to work within the scope of responsibilities of the position; ability to maintain accurate records, (written and data management systems), ability to follow school district policies, procedures and guidelines; ability to follow technical oral and written instructions in exact detail; ability to maintain private student data and confidential information; ability to communicate in a positive, respectful and responsive manner with students, parents, co-workers, supervisors and community members; ability to establish and maintain effective working relationships with students, staff, administrators and the general public.

## Education and Experience

Associates/Technical degree with coursework in LPN or RN license strongly preferred, or related field and moderate experience working in health care or education field; word processing and data management systems, or equivalent combination of education and experience. Bachelor's degree preferred.

## Physical Requirements

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This work requires the occasional exertion of up to 25 pounds of force; work frequently speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, sitting, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Current CPR/AED/First Aid Certification

LPN or RN License Preferred

Bloodborne Pathogen training upon hire

Hearing and Vision Screening training

Scoliosis Screening training

Medication Administration training upon hire

Training in MIIC and student information system upon hire

Last Revised: 7/9/2010