

POSITION DESCRIPTION

Whiteriver Unified School District #20

TITLE: *Health Office Aide (Site-Based)*

CONTRACT TERMS: *Extended Year*

SALARY CLASSIFICATION: *Classified Non-Exempt*

GENERAL STATEMENT OF RESPONSIBILITIES: *To provide health related assistance to students; to assist in creating a climate of health and well-being; to assure a caring and understanding environment for students.*

PRINCIPAL DUTIES:

OFFICE INTERACTION

- Prepare a physical environment that meets the needs of students
- Enters all data of students' health records/reasons for abuse/special reports
- Performs data entry and filing as required
- Organize emergency consents so that they are readily accessible for review;
- Communicates professionally via phone, print & electronic notices/letters; with staff, parents, and health care professionals
- Initiates and maintains immunizations records and *sends* deficiency notifications & completes annual state immunization report in a timely manner
- Communicates injury, illness, and screening information to parents
- Submits annual state hearing and vision reports as required
- Assists physicians, dentists, optometrists, public health nurses, John Hopkins staff and other health professionals offering services to students at the school; as needed
- Notifies supervisor and proper authorities of special problems involving students; makes CPS, Apache Behavioral Health, and John Hopkins referrals when appropriate
- Assists in ordering and maintaining supply inventory in health office and supplies classrooms with items as necessary such as personal protective equipment
- Develops and maintains in conjunction with custodial staff, SDS notebook for chemicals used in health office and in the school for emergencies (official book kept in health office)
- Communicates discreetly and maintains confidentiality requirements associated with HIPAA and FERPA
- Administer, monitor, and document medication administration for scheduled and as needed medications; patient education and communication related to medications
- Ensures medication administration paperwork is complete before initiating new medications

- Ensures sports physicals and sports documentation is complete before participation
- Perform clean medical procedures, after training and supervised practice, as needed, e.g. suctioning, catheterization, tube feedings, trach care, etc., on medically complicated students and/or answers questions of health assistants or reports these questions to District Level Head Nurse
- Works with Safety Committee and Emergency Response Team at assigned school to assure that Exposure Control Plan and all emergency procedures are up to date with assistance of District Level Head Nurse
- Encourages staff to follow Bloodborne Pathogens standards throughout the facility;
- Follow Physician Orders for individual students and standing orders applying to all students with signed consents; provide physician orders and classroom health plans of care to parents and physicians; obtain necessary signatures on physician orders and classroom health plans of care and distribute copies to all teachers needing them
- Notifies supervisor and proper authorities of special problems involving students
- Assists employees with work-related injuries and refers them to Nurse Triage
- Documents student accidents/injuries per board policy
- Maintains current required certifications or licensures (Medical/CPR/First Aid/Hearing and Vision Screening)
- Must be able to work independently with little supervision
- Performs other related tasks as assigned

STUDENT INTERACTION

- Screen students with signs of illness; treat following standing orders and procedures; follow written guidelines and contact supervisor if unsure
- Communicate regularly with students to let them know that you believe they can succeed in their school work and in following health office rules and procedures;
- Set limits for students obtaining assistance as needed; act as a good listener, providing emotional support and encouragement to all students at all times;
- Administers basic first aid to students;
- Conducts visual, auditory, and special education screenings annually;
- Assists with hygiene activities needed for students;
- Assists with health education activities;
- Transport children as required;
- Performs other related tasks as assigned.

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

High School diploma or equivalent;
 IVP Level One Fingerprint Clearance Card;
 Current First Aid/CPR & AED certification required;
 Valid certification in health field, such as: CNA, LNA, CMA, LPN, etc...;

Ability to communicate and work well children and staff;
One year's experience in medical field preferred.

PHYSICAL REQUIREMENTS:

May be required to assist students with restricted mobility.

COMMITMENT & DEPENDABILITY:

Willingness to be an integral member of a successful team;
Dedicated to provide the highest level of services;
Adherence to policies and procedures.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Must plan two to twelve weeks in advance.

STRESS MANAGEMENT: Low stress with time deadlines or meeting needs of exceptional students.

PUBLIC CONTACT: Interacts primarily with students.

RESPONSIBILITY: Must use own initiative and judgment; access sensitive and confidential records.

EVALUATION PROCEDURES: In accordance with provisions specified in governing board policy.

SUPERVISION RECEIVED: District Level Head Nurse, Coordinating with Principal.