

Yuba City Unified School District

**HEALTH AIDE**

RANGE 25.5

DEFINITION

Under general supervision to assist in providing health services and first aid to ill and injured students; perform a variety of clerical tasks; do related work as required.

EXAMPLES OF DUTIES

Assists nurse in assessing nature and degree of student illness or injury and takes appropriate action; in the absence of the nurse, administers first aid to ill and injured students following specific guidelines; contacts parents as necessary; may compile accident and altercation reports; may be required to assist in hygiene, toileting and with special health/emotional needs of students; may be required to provide specialized health care in accordance with Education Code Section 49423.5; assists with state and district mandated health screenings and programs; may prepare annual accident report survey; may assist nurse in communication between parents and school regarding health and attendance problems; may dispense prescribed medications; maintains immunization records; uses various office machines, including computer, to input and maintain current health and immunization information for all students; performs other duties as needed.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma or equivalent required with additional vocational or special training in health care assistance desirable. Two years of relevant clerical or health care assistant experience required.

Knowledge and Skills: Requires knowledge of medical terminology and basic first aid and CPR practices. Incumbent must be familiar with State Health Codes, State Education Code and District policies, procedures and practices. Requires basic clerical and file maintenance and record keeping skills. Sufficient communication skills to convey technical information and deal with stressful situations.

Abilities: Requires the ability to assess situations and apply applicable regulations and procedures when administering first aid or health care assistance. Incumbent must be able to determine severity of illness or injury and refer for the appropriate level of care. Requires the ability to remain calm and patient while carrying out duties. Must be able to communicate effectively with students, parents, nurse and other staff. Must be able to perform all clerical, office and record keeping duties required of the position.

Physical Abilities: Incumbents are subject to exposure to communicable or infectious diseases. Requires sufficient arm, hand and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words, numbers and prescription labels; observe non-acute health conditions. Requires speaking and hearing to communicate in person or over the phone.

Licenses or Certifications: Requires valid First Aid and CPR certification.