
HEALTH ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, screen ill or injured students; prepare and maintain student immunization and health records and files; assist District Nurses with screening tests and other student health related activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer basic first aid to students as appropriate; screen student complaints relating to medical conditions; take and record temperatures; notify District Nurses, parents of student illness or injury as necessary; provide ice packs and bandages; provide first aid and CPR in emergency situations as needed.

Initiate and receive telephone calls; contact parents to request medication, documents and student information; confer with faculty, staff, District Nurses, medical personnel and outside agencies concerning student health and related issues and concerns.

Dispense medications according to physician instructions; maintain related records.

Monitor blood sugar and count carbohydrates for diabetic students.

Perform a variety of clerical duties in support of student health services; type, file, duplicate and distribute materials; distribute, collect and process various health-related forms; prepare and disseminate routine correspondence and informational materials.

Maintain cumulative student health and immunization records and files; maintain student emergency cards; review records to assure immunization, physical exam and health screening data is current; notify parents and students of needed immunizations, tests and screenings; maintain confidentiality of student health information.

Perform lice checks of students; send out lice notifications according to established guidelines.

Maintain various records and logs related to student visits, screenings, tests, accidents/incidents, medical history and assigned activities; prepare routine reports; establish and maintain filing systems; input and maintain a variety of student health data and other information into an assigned computer system; generate computerized lists and reports as requested.

Assist District Nurses in the coordination and administration of vision, hearing, scoliosis and other screening tests and clinics for students as directed; assist the Nurse with follow-up activities; participate in the coordination and activities of the hearing van.

Utilize standard health instruments; operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Maintain the health office in a clean, orderly and safe condition; assist in ordering, receiving and maintaining inventory of first aid and other office supplies as required; update the bulletin board as appropriate.

OTHER DUTIES:

Assist with registration activities; explain forms to students or parents as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic health office practices, terminology, procedures and equipment.

Health and safety regulations.

Basic first aid and CPR procedures.

Child abuse laws and mandated reporting responsibility.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of clerical duties in support of student health services.
Administer first aid and CPR.
Assist District Nurses with screening tests and other student health related activities.
Prepare and maintain student immunization and health records and files.
Learn, interpret, apply and explain District health policies and procedures.
Learn clean and sterile treatment techniques.
Compile and verify data and prepare routine reports.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Observe health and safety regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent;
Clerical or health office experience is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certifications issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally to retrieve supplies.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and screen student health conditions.
Lifting, carrying, pushing or pulling adaptive equipment and children up to 50 pounds;
Occasionally lift and/or move more than 50 pounds with assistance.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.
Communicable diseases.

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
