



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED 10/19/2022

<u>HEALTH SERVICES ASSISTANT</u>	
DEPARTMENT/SITE: School Site REPORTS TO: Nurse/Site Administrator	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 20 WORK CALENDAR: 201 Days FLSA: Non-Exempt

PURPOSE STATEMENT:
 Under the general direction of the Nurse / Site Administrator, the Health Services Assistant was established for the purpose/s of providing support to the educational process with specific responsibilities for administering first aid and dispensing prescribed medications under the direction of a health care professional; coordinating with other personnel in supporting students with special needs; documenting activities in accordance with established guidelines and/or regulatory requirements; and assisting health care professionals in conducting prescribed health screenings and services. The incumbents in this classification provide the school community with health services which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS
 Positions in this class work in school health offices to provide support in student health care. The incumbents care for injuries and ailments, dispense medications and keep records as required.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:
The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Administers first aid, medication and other care as needed) to provide appropriate care for ill and/or injured children.
- Advises assigned administrator of observations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues to identify problems, refer for proper treatment and comply with legal requirements.
- Assists nurse in completing health screenings (e.g., lice, vision, hearing, oral, immunizations) in compliance with established guidelines.
- Attends meetings, workshops and seminars as assigned.
- Cleans work areas (e.g., sinks, counters) to maintain a sanitary environment.
- Communicates with parents, students, health care providers, and/or public agencies to share information, promote needed treatment, and/or comply with legal requirements.
- Distributes information on a variety of health subjects (e.g., lice, ringworm, drug prevention, personal hygiene, diabetes) to provide instructional materials to teachers, students and/or parents.
- Maintains inventory of supplies and materials for the purpose of ensuring items' availability.
- Maintains student health informational records and files (e.g., prescription dispensing log, medical emergency cards).
- Monitors students referred to the health room for the purpose of assessing medical needs and ensuring their safety and/or refers students requiring further medical attention to a medical professional for review and/or services.

- Performs general clerical functions (e.g., answering phones, scheduling, copying, faxing, filing, data entry) in supporting office functions.
- Performs procedures for students as directed by a licensed health care professional (e.g., feeding tubes, oral suctioning, catheterization, toileting plans, etc.) to provide appropriate care for medically fragile students.
- Prepares standardized documents and reports (e.g., accident reports, permission slips) to communicate information to other parties.
- Reports suspected child or substance abuse to assigned site administrator for the purpose of maintaining student's personal safety, a positive learning environment and adhering to regulatory requirements and established guidelines.
- Responds to a variety of inquires (e.g., staff, parents, students.) to provide information and/or direction.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Health standards, including hazardous material handling techniques
- Related safety practices
- Treatment modalities and assessment
- English usage, grammar, punctuation, and spelling
- Basic, job-related equipment including a computer and related software

Skills and Abilities to:

- Communicate and work with a diverse group of individuals and/or groups
- Solve problem effectively
- Handle confidential matters
- Read, write, and communicate in both English and a second language (usually Spanish) may be required
- Administer first aid

RESPONSIBILITY:

Responsibilities include working under general supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

One (1) year of clerical or secretarial office experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License in order to drive to other sites as needed.

CERTIFICATIONS AND TESTING REQUIRED:

- CPR/First Aid Certificate
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed in an indoor school office environment under conditions with some exposure to risk of injury and/or illness
- Requires sitting, walking, and standing
- Lifting, carrying, pushing, and/or pulling of objects used in health care and files
- Stooping, kneeling, crouching, and/or crawling to access equipment and files
- Manual dexterity to operate a computer keyboard and other office equipment, handle files and health office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen