

Madera Unified School District Classified Job Description

Health Services Assistant

Purpose Statement

The job of 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.

This job reports to Nurse / Site Administrator.

Essential Functions

- Administers first aid, medication and specialized medical treatments (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Advises assigned administrator of observations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Assists nurse in completing health screenings (e.g. lice, vision, hearing, oral, immunizations, etc.) for the purpose of identifying health concerns and/or delivering school health services in compliance with established guidelines.
- Attends meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.
- Cleans work areas (e.g. sinks, counters, etc.) for the purpose of maintaining a sanitary environment.
- Communicates with parents, students, health care providers, and/or public agencies for the purpose of promoting needed treatment and/or complying with legal requirements.
- Distributes information on a variety of health subjects (e.g. lice, ringworm, drug prevention, personal hygiene, diabetes, etc.) for the purpose of providing 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, etc.) for the purpose of providing information required by regulatory requirements.
- Monitors students referred to the health room for the purpose of assessing medical needs and ensuring their safety and/or referring to a medical professional for review and/or services.
- Performs general clerical functions (e.g. answering phones, scheduling, copying, faxing, filing, data entry, etc.) for the purpose of supporting office functions.
- Performs procedures for students as directed by a licensed health care professional (e.g. feeding tubes, catheterization, toileting plans, etc.) for the purpose of providing appropriate care for medically fragile students.
- Prepares standardized documents and reports (e.g. accident reports, permission slips, etc.) for the purpose of communicating information to other parties.
- Refers students, under the direction of a licensed health professional, requiring further medical attention for the purpose of providing information on available follow-up treatment and services.
- Reports suspected child or substance abuse to assigned site administrator for the purpose of maintaining students 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, etc.) for the purpose of providing information and/or direction.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: administer first aid; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards; material handling techniques; safety practices; treatment modalities and assessment; and show concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to

analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communication with persons of diverse backgrounds/knowledge/skills; confidentiality; and the ability to read, write, and communicate in both English and a second language (usually Spanish) maybe required.

Responsibility

Responsibilities include: working under limited 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.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Minimum Qualifications

Experience One year of clerical or secretarial office experience.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam

Certificates

CPR/First Aid Certificate
Valid CDL

Continuing Educ./Training

None Specified

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance
Physical Demands (B) use
Paraprofessional-Physically Impaired

FLSA Status

Non Exempt

Approval Date

11/14/11

Salary Range