

HEALTH ASSISTANT

Student Services Department



Purpose:

The Health Assistant provides a variety of health related, clerical services to assure safe and meaningful participation of students who require medical support in school. Positions assigned to the Health Assistant classification are entry-level health positions distinguished by emphasis on completed health care tasks under the direct supervision of a district school nurse.

Reports to: Building Administrator

Indirectly Reports to: School Nurse

Nature & Scope:

The Health Assistant performs work of a recurring nature with established health practices and procedures under close supervision of a district school nurse and/or administrator. The nature of the work requires strict adherence to policies, procedures, regulations, and laws. The incumbent makes independent decisions following student health plans. The incumbent interfaces daily with students, parents, colleagues, school administrative staff and school employees. Because this job involves frequent interaction with students, the position requires a high level of professional decorum, calm, and ability to act as a role model to young people.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Administer medication to students.
3. Provide delegated health care tasks for students with chronic health problems (including but not limited to catheterization, insulin administration, and gastrostomy tube feedings).
4. Provide authorized first aid to students.
5. Collect immunization data.
6. Collect health data as directed by the district nurse.
7. Maintain medically related equipment as directed by the district school nurse.
8. Assures that students' health needs are monitored and met in the school and/or on the bus.
9. Consults with the district school nurse.
10. Assists with and supervises non-nursing student activities as time allows, including bus loading, recess, lunch, field trips, academic support, behavior support and activities of daily living.
11. Organize and implement regionally based district health screenings.
12. Must be able to record data.
13. Must have knowledge of practices and procedures for medication administration and medical care delivery.

14. Must be able to make independent decision in response to the strict following of the health plans of students.
15. Serve as a conduit between the student and the school nurse by sharing vital information and updates.
16. Must have knowledge of work hazards and safety precautions related to the work.
17. Skills/Ability to:
 - Work with accuracy and attention to detail to meet deadlines.
 - Understand and execute oral and written instructions, policies and procedures.
 - Operate and maintain equipment related to medical services.
 - Prepare accurate records and reports.
18. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
19. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess an Associate's degree, preferably including coursework in nursing principles.
2. In lieu of item 1 above, must have completed High school diploma/GED and one of the following
 - a. Completion of a one-year certificate program for Certified Nursing Assistant (CNA) and, completing one year training and/or experience as a medical assistant, or
 - b. Pass the ParaPro Assessment upon hire and successfully complete the District's Health Assistant training program within one year of hire.
3. Must possess a valid Oregon or Washington driver's license as will be serving multiple schools. Personal vehicle needed to travel from site to site. Mileage will be paid for personal vehicle.
4. Current First Aid, CPR, and AED certification.
5. Ability to successfully complete training for: Medication Administration, Training for Emergency Glucagon Providers, Bloodborne Pathogens and Treatment of Severe Allergic Reaction.
6. Must pass a criminal background check.
7. Must be able to read, write, and speak English.
8. Must be able to read, understand, and follow multi-step written and verbal instructions in English.
9. Must be able to perform basic math sufficient to complete routine addition, subtraction, multiplication, division, percentages and fractions computations with ease and accuracy.

10. Must possess computer skills using basic functions of e-mail, word processing and spreadsheet software.

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Working Conditions:

The Health Assistants work is performed primarily indoors with some outdoor work, requiring physical effort in carrying out nursing procedures. Employees are exposed to blood and other bodily fluids and communicable diseases. Must be able to lift up to 35 lbs. and bend, kneel, squat, push, pull and move quickly.

Other potential exposures and hazards include but are not limited to: chemicals, communicable diseases, sharp objects, and odors.

The Health Assistant will frequently stand or walk (approximately 75%-80% of time) while performing duties on tile/concrete surfaces up to 3 miles per day. The job involves moderate to fast-paced walking to meet daily timelines.

Work Year: 10-month, plus training

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 3, 2021

Date Revised: April 15, 2021

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.