



Job Description: Health Assistant

Accountability: The Health Assistant is directly responsible to the Associate Head of School in fulfilling all responsibilities, but may also take daily direction from the Director of Residential Life and the TAMS Middle School Principal. This position is a full-time school year position (approximately 180 days) for 32.5 hours per week.

Job Requirements – This position requires a person who:

- Is able to implement individual health care plans as directed by a school nurse
- Is able to utilize school and health-based technology platforms to perform responsibilities
- Is able to maintain a safe, secure, and healthy work environment by establishing and following standards and procedures and complying with legal regulations
- Demonstrates caring, kindness and respect to all members of the school community through the delivery of services
- Is able to:
 - communicate effectively,
 - exercise judgment and discretion,
 - maintain confidentiality, and
 - adapt quickly and successfully to changing situations

Performance Responsibilities - The Health Assistant will:

- Support the Residential Life School nurse to:
 - Assist with chronic and acute medical needs of students
 - Monitor and provide care for dorm students, including during the school day when students are unable to leave the dorm
 - Schedule and attend medical provider appointments with students
 - Assist with student prescriptions including pick up, administration, and restocking medications, as directed by the school nurse
 - Support health care paperwork requirements (e.g., bills and insurance information) for students
- Support the Upper School and TAMS nurse to:
 - Assist with chronic and acute medical needs of students
 - Assist with COVID response protocols, including on-call rotations
 - Assist with organization of student health files
 - Explain school health policy/practice to parents and students

- Undertake other responsibilities as assigned, to support Upper School, TAMS, and Residential Life nursing daily operations

Required credentials

- Certified Clinical Medical Assistant (CCMA) or Licensed Practical Nurse, preferred
- Experience working with adolescents preferred
- American Heart Association CPR and First Aid certification