

WAUNAKEE COMMUNITY SCHOOL DISTRICT

HEALTH ASSISTANT

Job Description

QUALIFICATIONS:

1. High school diploma.
2. CPR/First Aid Certification
3. Ability to interact with students in a way that is emotionally healthy and respectful
4. Ability to assume responsibility, display initiative, and exercise good judgment.
5. Ability to communicate effectively, including keeping protected information confidential.
6. Experience in the field of health services preferred.
7. Experience working in a structured setting with school-aged children preferred.

REPORTS TO: School Nurse, Director of Student Services

GENERAL RESPONSIBILITIES:

Provision of direct health services to students, within parameters of training and expertise. These services are under the supervision of the nurse and nurse consultation. The Health Assistant will also perform general health clerical duties as well as manage the health office.

ESSENTIAL FUNCTIONS:

1. Administering of health care to ill or injured students with follow up as needed.
2. Communicating with school nurse, schools staff, and parents as appropriate regarding student health issues.
3. Administering daily and “as needed” medications with documentation.
4. Performing delegated nursing procedures as ordered by health care providers for individual students.
5. Managing emergency care of students and directing school staff until additional medical help arrives on site.
6. Creating and maintaining of student health records for new students.
7. Maintaining and distributing the Health Concern List.
8. Recording significant communicable diseases and notifying appropriate personnel.
9. Performing hearing and vision screenings as requested by parents or staff.
 - a. At the elementary level, coordinate mass vision and hearing screenings and associated paperwork. This includes arranging set-up and volunteers.
10. Documenting results of screenings and preparing referrals.
11. Following up on screening referrals.
12. Auditing and managing immunization records. Completing required paperwork, and following up with parents as needed.
13. Teaching designated topics related to basic child health in the classroom.
14. Preparing and distributing basic first aid supplies to teaching staff at the opening of school.
15. Inventorying Health Office supplies and ordering/reordering as needed.
16. Assisting with attendance monitoring.
17. Filing medical information and student health records in Health Office.

18. Maintaining adequate numbers of forms for use in the Health Office.
19. Opening and closing down the Health Office as needed before and after the school year.

OTHER FUNCTIONS:

1. Perform other duties as assigned.
2. Promote a positive image of the District at all times.

Adopted: October 2006

Revised: July 2012

Waunakee Community School District