



LOMPEC UNIFIED SCHOOL DISTRICT

HEALTH SERVICES ASSISTANT

JOB SUMMARY:

Under the direction of the Director of Special Education with oversight by an assigned supervisor, administer basic first aid and dispense prescribed medications under the direction of a health care professional; coordinate with other personnel to support students with special needs and assist them with medical procedures; document activities in accordance with established guidelines and regulatory requirements; assist health care professionals with conducting prescribed health screenings and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer basic first aid to students and staff as appropriate; coordinate with other personnel to support students with special needs and assist them with medical procedures; assist with specialized medical treatments as assigned including blood glucose testing and oxygen tank changes; monitor, screen and assist ill or injured students in accordance with applicable laws and regulations; refer students to a medical professional for review and services as needed.
- Dispense medications according to physician instructions; maintain records of dosage including amount, time, medication, authorizations, and related information.
- Advise assigned administrator of observations involving students' safety, abuse and other health-related issues in order to assist with identifying problems, refer for proper treatment and comply with legal requirements; report suspected child or substance abuse to assigned site administrator according to established procedures.
- Assist with mandated screenings including vision, dental assessment, hearing and scoliosis screenings; coordinate screenings, contact parents and record results of screenings.
- Prepare and maintain a variety of manual and electronic health-related records and reports including confidential student health records, emergency medical records, accident reports, health & disability records, medication records, vision and hearing reports, scoliosis, health room visits, dental and physical exam records; process incoming records for new students as assigned and verify compliance with State regulations for immunization, oral assessments and CHDP physicals.
- Maintain the health office in a clean, orderly, safe and sanitary environment; maintain assigned inventories, order first aid supplies and prepare and restock first aid kits as assigned.
- Operate standard health instruments; operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Process incoming records on new students recording vision, hearing and scoliosis screening results, referrals and immunizations for the purpose of verifying compliance with State regulations for immunization, oral assessments and CHDP physical.
- 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.

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- Attend meetings, workshops and seminars related to assigned activities.
- Transport students with special needs and assist them to and from the health office as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and two years of experience working with children.

Licenses and other Requirements

- Valid First Aid and CPR Certificate issued by an authorized agency.
- Valid Driver's license and evidence of insurability.

Knowledge of:

- Basic health office practices, terminology, procedures and equipment.
- Health and safety regulations.
- Basic first aid and CPR procedures.
- Clean and sterile treatment techniques.
- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Screen students for various health and safety concerns.
- Administer first aid and CPR.
- Prepare and maintain student health records.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Respond effectively and appropriately to emergency situations.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Operate a computer and assigned software.
- Work confidentially with discretion.

WORKING CONDITIONS:

Work Environment:

- Health office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate medical equipment.
- Hearing and speaking to exchange information.
- Lifting and moving students as assigned by the position.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally to retrieve supplies.

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- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and screen student health conditions.

Hazards:

- Exposure to blood-borne pathogens and bodily fluids.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

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Salary Range: 31