

St. Helens School District
Job Description
Health Assistant

Reports To: Building Administrator &/or District Nurse
FLSA Status: Non-Exempt

JOB SUMMARY

Administers first aid, assists in the delivery of health services and maintains student health records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Responsible for logging and tracking medication received and given to students with appropriate parental authorization in compliance with District policy(ies).
 2. Perform delegated tasks under the direction of the district nurse.
 3. Performs first aid to injured students following Medic First Guidelines. Complies with all bloodborne pathogens/OSHA procedures for clean up of body fluid spills.
 4. Routinely provide screenings under the direction of the district nurse.
 5. Reports students with communicable diseases to the district nurse and building administrator.
 6. Administers care to ill students as instructed in Health Assistant Manual.
 7. Takes temperature of ill students.
 8. Assists in District's health screening program as directed by the nurse.
 9. Assists in maintaining student health records. Responsible for complete and accurate records filed in student's file reflecting screening results from the districts health screening program. Reviews compliance with immunization requirements.
 10. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the district in interactions with parents, community, staff, and students.
 11. Maintain appropriate certifications and training hours as required by district policy and state and federal laws, rules and regulations.
 12. Other duties as assigned.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Coordinate travel and assist with other program administrative needs.
 2. Coordinates and trains head lice volunteers.
 3. Attends in-service trainings
 4. Attends staff meetings.
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SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:**
 1. Must be a Certified Medical Assistant.
 2. Recent successful experience in health care profession.
 3. Valid CPR/First Aid certification.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to other's ideas and contributing to the building and a positive team spirit.
- **Language Skills:** Ability to communicate fluently in English verbally and in writing. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and business correspondence.
- **Mathematical Skills:** Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** General knowledge of computer usage and ability to use database software, internet software, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred: ESIS, Outlook and Word. Ability to type accurately and proficiently.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's license, First Aid/ CPR training, Glucagon and EpiPen training, Medication Administration training and on-line training per district policy.

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 individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands

and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions or employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: July 2009

I have read and understand this job description.

Signature:

Date:
