WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: HEALTH SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction and supervision of the assigned administrator, and the technical direction of the District nurse, independently provides a variety of health services to students at an assigned school facility; maintains health records, referrals and reports; administers routine first-aid, and assists in screening ill or injured students in accordance with State laws and District regulations; assists with health testing programs and other health-related services as required; may be assigned to perform special health care procedures.

ESSENTIAL DUTIES:

Performs routine first-aid procedures and screens ill or injured children in accordance with established procedures; informs the District nurse and/or calls parents if necessary.

Administers CPR in emergency situations, refers other emergencies to the District nurse and Principal or other designated school official.

Reports serious illnesses and/or injuries to the District nurse and Principal or other designated school official.

Based upon physician's written orders, training and direction of a licensed District nurse, and parental consent, an incumbent may be assigned to perform specialized health care procedures including, monitoring blood sugars of diabetic students; tracheotomy care; catheterization and assisting students with toileting.

Administers prescribed medications as necessary.

Screens student records for proper immunizations; alerts parents of needed immunizations, and maintains communication until records of immunization are provided; prepares kindergarten immunization audits for State after screening enrollment.

Access and update health information in the District’s computerized records management system.

Prepares, updates and distributes confidential student special needs list.

Assists with the preparation and arrangements for health testing programs and records student test results.

Performs a variety of routine clerical duties; types a variety of reports, correspondence, forms, notices, and referrals; maintains files and duplicates materials as needed.

Reports suspected child abuse to designated officials as required.

Inventories, requisitions and distributes office and health care supplies as needed.

Maintains health care room and equipment in a clean and orderly condition.

OTHER REPRESENTATIVE DUTIES:

May maintain and document students' daily health office visits.

May document special education students' health records and logs.

May compile required reports related to health services.

Serves as a resource for services, provides information and assistance to students, parents, and others, as requested or required.

Assists with equipment for handicapped students.

Assists in school office whenever necessary.

Performs other related duties as required or assigned.

Attend seminars as needed.

ORGANIZATIONAL RELATIONSHIPS:

Supervision:	(1) Reports to, receives direction from, and is evaluated by the assigned administrator or other designated school official. (2) Receives general supervision and direction from the District nurse. (3) Provides limited work direction and guidance to volunteer aides and student helpers.
Internal Contacts:	Continuing contact with the site administrator(s), students, school office manager, and other clerical personnel, as well as the District nurse. Some contact with other health services assistants, custodians, and District office personnel.
External Contacts:	Continual contact with parents or guardians of students. Some contact with employees of the Orange County Department of Health and Department of Social Services and doctors' offices.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

First-aid techniques.

Some familiarity with CPR techniques and medical terminology is desirable.

Modern office practices, procedures, and equipment.

Record-keeping techniques.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Telephone techniques and etiquette.

ABILITY TO:

Operate a computer work station.

Administer first-aid to ill or injured children.

Be flexible, and remain calm in emergency situations.

Analyze situations accurately, and adopt an effective course of action.

Accept training and learn to perform specialized health care procedures in meeting the needs of students.

Learn, understand, and implement District health policies and procedures.

Work confidentially, and with discretion, with regard to school records, student health care problems, and school correspondence.

Work cooperatively and effectively with others contacted in conjunction with work; including other district personnel, students, and parents or guardians.

Establish and maintain appropriate files, records, reports, and referrals

Ability to type.

Utilize District's computerized records management system.

Plan, organize and prioritize work despite many interruptions.

Communicate effectively both orally and in writing.

Read, interpret, and follow established rules, regulations, policies, and procedures.

Understand and follow oral and written directions.

Maintain assigned working hours.

Perform work independently with minimal supervision.

EDUCATION AND EXPERIENCE:

1. Graduation from high school or its equivalent.
2. One (1) year of general clerical working experience; with an employment history which demonstrates an ability to work well with others, use sound judgment, and maintain assigned working hours.

   Some experience in health care work is desirable.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

LICENSES AND OTHER REQUIREMENTS:

The securing of a valid First-aid Certificate issued by the American Red Cross or its equivalent, or completion of the Westminster School District basic first-aid training program, and CPR certification within three (3) months of employment in this classification.

Certification will be updated and maintained.

PREPARED BY:	Classified Personnel Department	DATE: 10/95
APPROVED BY:	Board of Trustees	DATE: 5/89
APPROVED BY:	Personnel Commission	DATE: 10/31/95
REVISED BY:	Personnel Commission	DATE: 11/23/04