

# Twin Hills Union School District

## Position Announcement

### Healthcare Assistant Substitute

#### As needed up to 4 hours per day & 5 days per week

The healthcare assistant is under the supervision of the School Nurse, Site Principal(s) and Superintendent and/or his/her designee. The healthcare assistant will provide or assist with required health care for students and perform other assigned duties and services related to healthcare, including recordkeeping. This position requires fingerprint clearance and TB testing.

#### **REQUIRED QUALIFICATIONS**

- **Education and Experience:**
  - Possess a valid California Driver License and automobile insurance
  - High school diploma or equivalent
  - CPR/First Aid certification
  - Experience working with children ages 5 to 15
  - Medical training or experience
  - One year of experience working with diabetic equipment and medication
- **Knowledge of:**
  - Good oral and written communication skills
  - Ability to stay calm in emergency situations
  - Ability to make good judgements and decisions
  - Interpersonal social skills
  - Ability to be flexible, adaptable and follow directions
  - Correct English usage, grammar, spelling, punctuation and vocabulary
  - Bilingual – English/Spanish desirable

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Administers minor first aid to students as needed
- Supervises and/or preforms blood glucose monitoring
- Logs or supervises the logging of blood sugar levels
- Calculates or supervises the calculation of carbohydrates to insulin
- Observes student and follows treatment plan for high or low blood sugar levels
- Oversees student's insulin injection
- Alerts school nurse or school principal of any significant health conditions
- Communicates with staff and parents about health care of student
- Assists in management of health supplies
- Follows treatment plan for routine care
- Follows treatment plan for emergency care
- Is prepared to care for student in case of large scale disaster or catastrophe
- Attends team meetings regarding health care of student
- Maintains accurate clerical records, and performs a variety of basic clerical tasks, including, but not limited to updating medical information in student cumulative files
- Screens incoming student health records for immunization status
- Assists school nurse in correspondence and student record keeping
- Assists in ordering and maintaining first aid and health related supplies
- Administers medications as directed by school nurse
- Performs specialized health care procedures as trained and assigned
- Under the direction of the school nurse, assists in preparation of the mandated screening programs; records information on student health cards
- Dispense medication, record medication and treatment given as prescribed by student's physician.
- Assist school personnel in complying with mandated responsibilities related to child physical, emotional and sexual abuse or neglect.
- Participate in various meetings as requested for the purpose of receiving and/or providing information, including 504 and IEP meetings and in-service trainings. Communicate regularly with other members of team and Site Administrator.
- Follow accepted principles, practices, rules, and regulations of the district.
- Perform other related duties as assigned.

**PAY SCALE - CLASSIFIED:**

Range J – Healthcare Assistant

**Essential Job Functions**

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

**Physical**

- **Standing/walking:** Frequently, throughout work shift while performing various nurse duties
- **Sitting:** Frequently, while performing nurse duties.
- **Lift/Carry:** Frequently, 1-25 pounds; first aid materials, binders, files, paperwork. For lifting over 30 pounds, assistance is available.
- **Bending/twisting:** Occasionally, at knees/waist/neck throughout work shift.
- **Push/pull:** Occasionally, using both hands and arms exerting a force of 5-20 pounds while assisting students and staff.
- **Climbing/balancing:** Rarely, using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Occasionally, may be required while assisting student in physical activities or may occur while restraining student’s disruptive behavior.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

**Mental**

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write and speak English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

**Work Conditions**

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones, first aid devices.
- **Safety equipment:** gloves, face masks and other personal protective equipment

**HIRING PROCESS:**

**Mandatory Information to be submitted to Anna Maria Guzman, Ed.D, Superintendent:**

- Completed and signed district application (available in the District Office, address below)
- Current employees may submit a letter of interest with your qualifications included instead of an application packet.
- A minimum of three letters of recommendation written within the last 12 months which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process

**District Office and submission address: 700 Watertrough Rd, Sebastopol, CA 95472**

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Open until filled

▪ **Applications due by noon on Friday February 23, 2024**

The Twin Hills Union School District is an Equal Opportunity Employer