

Health Assistant

Purpose Statement:

The purpose of this position is to administer first aid to students, maintains health office files and supplies, maintains first aid kits, and assists the school nurse with a variety of health office activities.

Essential Functions

- Monitors students in health room
- Administers first aid to students
- Documents and reports incidents
- Engages with students in school environment
- Assists with the supervision of students during building activities, such as assemblies and special programs
- Administers and manages student health plans, including emergency plans and student medications
- Assists students with building emergency drills

Other Functions

- May serve on building committees
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- Performs other related duties as assigned

Education

- High school diploma or equivalent

Knowledge and Skills

- Full working knowledge and skills required to perform assigned tasks
- Training in First aid/CPR
- EpiPen Training
- Medication Dispensing Training
- Intermediate experiential skills required to perform assigned tasks
- Intermediate oral/written communication skills required
- The job is required to function in complex situations

Responsibility

- Tasks require some independent judgment with consultation of supervisor or administrator
- Assigned tasks are filled with discretion, and within general established parameters
- Decisions are made to achieve structured results
- Frequently required to resolve unexpected issues
- Regular discretion and access to confidential/privileged information
- High risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work in coordination of work of others required
- Reporting required within building or program
- Collecting and some assessment of data or reporting required

Working Conditions

- Frequent Interruptions
- Limited Deadlines
- Few emotionally charged interactions
- Work regularly performed under ordinary risks or discomfort
- Frequent risk/exposure to human borne pathogens
- Work requires normal safety precautions when working with students
- Limited exposure to noise
- Moderate standing (31-60%)
- Limited lifting (1-10 lbs. / seldom)
- Limited prolonged sitting (1-30%)
- Limited carrying (1-10 lbs. / seldom)
- Limited stooping and bending
- Limited twisting
- Limited fine dexterity
- Limited pushing and/or pulling
- Moderate toileting
- Moderate diapering

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance