

JOB DESCRIPTION

WU njb 1007

Administrative Services

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Health Assistant

Purpose Statement

The job of Health Assistant is done for the purpose/s of documenting and maintaining student health information required by Federal/State/Local agencies; providing appropriate care and/or referral for ill, medically fragile and/or injured students; and assisting the School Secretary in providing services to students, parents, instructional and other support employees.

Essential Functions

- **Administers** first aid, and medication, and specialized treatment to students who are under the direction of health professional for the purpose of evaluating and/or providing appropriate care for ill, medically fragile and/or injured children.
- **Cleans** work areas (e.g. sinks, counters, buckets, cots, etc.) for the purpose of maintaining a sanitary environment.
- **Maintains** health care plans, medical emergency cards and health records (e.g. mandated screening, etc.) for the purpose of providing information required by legal and professional standards.
- **Performs** record keeping and clerical functions (e.g. distribute incoming mail, filing, copying, telephone calls, etc.) for the purpose of supporting the school site operations.
- **Prepares** documentation (e.g. student status reports, immunization certificates, medical emergency cards, accident reports, supply orders, etc.) for the purpose of providing written support and/or conveying information.
- **Refers** students requiring further medical attention to parents for the purpose of providing further assessment of student's condition.
- **Reports** observations, incidents and/or events to appropriate parties and/or outside agencies (e.g. physical, sexual and/or substance abuse, contagious diseases, etc.) for the purpose of maintaining student's personal health and safety and adhering to Education Code, district and/or school policies.
- **Responds** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- **Supervises** referred students for the purpose of monitoring students health requirements.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements. – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: performing standard clerical procedures; administering first aid; operating standard office equipment including software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percent's and/or ratios; interpret written procedures, write routine documents and speak clearly; and understand complex multiple step instructions.

Specific knowledge required to satisfactorily perform the functions of the job includes; basic first aid and health care.

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related

equipment. In working with others problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: working under stressful/emergency situations; working with frequent interruptions; working as part of a team; maintaining confidentiality; communicating with diverse groups; being attentive to detail; and adhering to safety practices.

Responsibility

Responsibilities include; working under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping kneeling, crouching, and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience: Job Related Experience is desired.

Education: AA degree or two years college credit

Required Testing:

Continuing Educ. / Training:

Certificates & Licenses:

CPR and First Aid Certificate

Clearances:

Criminal Justice Fingerprint Clearance

TB Clearance

FLSA Status:

Salary Grade: Classified 2