

## **HEALTH ASSISTANT**

### **DEFINITION:**

Under the Director of Health and Wellness and with guidance from the site administrator and the School Nurse, the Health Assistant will administer medications, perform routine first aid within their scope of training, and attend to specific clerical duties.

### **QUALIFICATIONS:**

Experience: Any combination of experience and training which would indicate possession of knowledge, skills and abilities listed

Education: Equivalent to completion of the twelfth grade.

Certifications: Current Infant, Child, and Adult CPR, AED, and First Aid

If the incumbent possesses certificates or licenses that are beyond the scope of this position, the incumbent is to only perform essential duties and responsibilities as listed below.

### **DISTINGUISHING CHARACTERISTICS:**

- Promotes a positive workplace atmosphere with School Nurse, staff, students, and families.
- The primary responsibility of the Health Assistant is to support the School Nurse with first aid, and the administration of student medication. The Health Assistant will communicate regularly with the School Nurse, ask questions, make suggestions, and keep necessary school staff informed on student health issues.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Director of Health and Wellness and with support of the School Nurse:

- Demonstrate awareness of current district policies and procedures for first aid, medication administration, health-related procedures, and mental health safety and physical safety
- As a Mandated Reporter, reports any suspected neglect or abuse directly to Sacramento County Child Protective Services
- Maintain Infant, Child, and Adult CPR, AED and First Aid Certification (classes available through Health and Wellness Department)
- Show ability to interact professionally with students, staff, and the public both in person, by phone, through e-mail, and by virtual platforms
- Respond to e-mail, voice mails, and telephone calls in a timely manner
- Develop knowledge in the use of school health electronic records, online immunization registries, public health tracking systems, office software programs such as Microsoft Word and Microsoft Excel
- Participate in RMTS (Random Moment Time Survey) in an accurate and timely manner
- Respect and adheres to the confidentiality concerning privileged information
- Must follow FERPA (Family Educations Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws
- Review student emergency health care plans with the School Nurse
- Conduct a preliminary evaluation of ill and injured students and refer to parent/ guardian, school nurse, or emergency personnel as appropriate.
- Use Universal Precautions in body fluid management and help maintain a sanitary and attractive health office environment
- Take temperatures on all students who complain of illness

- Document student office visits within the student's electronic health record according to HIPAA and FERPA laws
- Notify School Nurse of actions taken
- Document all student's prescription and OTC medication housed at school site into electronic health record upon receiving the medication from parent/guardian
- Monitor expiration dates of student medications in the health office and notifies parent or guardian of expiring medication
- May administer medication according to Board policies and Administrative Regulations after receiving training
- Initiate and maintains physical and electronic school health files as directed
- Responsible for reviewing health-related student registration information and transcribes necessary information into the students' electronic medical record
- Relay medical information to the School Nurse as appropriate
- Responsible for reviewing immunization records of each student at the school site, and assists the School Nurse with following up with parent/guardian to obtain missing immunizations that are required for school
- Provide CPR to student/staff in need and/or supports School Nurse during medical emergency
- In the absence of the School Nurse, follow administrative regulations and health department procedures for communicable diseases and animal bites
- Screen individual students with suspected head lice in the health office
- Inventory first aid supplies and health office forms annually, or as requested
- Check and maintain field trip and classroom first aid kits
- Assist the School Nurse in planning and scheduling mandated health screenings or other health-related initiatives on campus
- Upon request, will mail home vision referrals and document referral in student information system
- Upon request, will gather data on student health screenings, test results, and other demographic information for use in recurring reports and program assessments
- Assist the School Nurse in maintaining and updating the school health office website per School Nurse, department, or site-based directive
- Complete monthly AED checks and document AED compliance findings as directed by site administrator
- Assemble, collate, and prepare materials for distribution
- Perform necessary tasks related to the California Healthy Kids Survey as directed
- Assist students with lavatory use, hygiene and grooming activities.
- Monitor health conditions as assigned after receiving relevant training.
- Communicate in-person, by telephone, and via e-mail
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job

**KNOWLEDGE OF:**

School Attendance and chronic absenteeism policies and procedures. Appropriate handling of clerical procedures and office machines; computers, calculators, correct English usage, grammar, punctuation, and spelling and basic math.

**ABILITIES AND SKILLS:**

Promotes a positive workplace atmosphere with School Nurse, staff, students, and families. Communicates with diverse groups in professional, pleasant, and calm manner in-person, by telephone, and via-email. Promote cooperative relations with those contacted in the course of work; accepting personal limitations of responsibility in this role; representing the Health and Wellness Department by presenting oneself in a professionally dressed

and healthy manner; maintaining confidentiality regarding students and staff health issues; working as part of a team; and patiently interacting with students. Competently respond to first aid needs for injured and /or ill students and/or staff; enjoy working with and able to be patient with children and adults; perform routine clerical work. It is important that the health assistant be considerate of the student's developmental, academic, physical and mental health needs. Flexibility is required to work with others in a variety of circumstances to gather and/or collate data. In working with others, problem solving is required to identify issues and implement action plans within district rules and regulations. Specific skills required to satisfactorily perform the functions of the job include ability to perform simple math equations such as addition and subtraction; ability to alphabetize as part of clerical filing; learning to operate standard office equipment; understanding and carrying out oral and written directions.

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting (<50 lbs), carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer. Normal physical strength and endurance for standing, sitting, bending or walking. Occasional lifting (>50 lbs), with assistance of additional personnel and/or assistive tools on-site.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations

#### **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 noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public. On occasion, the health assistant will need to perform first aid/ health-tasks outdoors. Lastly, there is a potential to encounter blood and bodily fluids. PPE is available.