

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD HEALTH ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety health services functions and clerical duties in support of the District's health services and home hospital programs; provide related information to parents, students and staff; prepare and maintain student health records; provide a variety of health services to students and school nurses.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical duties in support of student health services; file duplicate and distribute materials; distribute, collect and process various health related forms, receive and review Home Hospital forms; prepare and disseminate routine correspondence and informational materials.

Answers telephone, screen and directs incoming calls; provide information and data to staff, parents, nurses and the public as requested and in accordance with established policies and procedures.

Establish and maintain health records and files; prepare, maintain and update logs, records, reports with student information related to health, immunization, assessments, screenings, and health care referrals.

Input and maintain a variety of student health data, home/hospital information, and other information into an assigned computer system; generate computerized lists and reports as requested; assist in distribution of approved health information.

Assist with follow-up on home hospital requests to gather additional information; notify designated staff to schedule IEP's for home hospital students in the special education program.

Initiate and receive telephone calls; contact parents regarding home hospital decisions and gather additional information regarding home hospital requests; maintain confidentiality of student health information.

Communicate with parents, health care providers, designated staff other departments and school sites regarding home hospital requests and student condition and care.

Assist District Nurse with health screenings regarding immunizations, vision, hearing, dental and recording procedures; schedule screenings, prepare screening packets and record health appraisal findings; send test results notices to parents whose children failed screenings and recommend follow up with health care providers.

Maintain inventory of first aid and other office supplies as required in support of the District health services program.

Operate a variety of office equipment including a telephone, copier, fax machine, computer and assigned software.

Attend meetings and in-service programs as recommended by Health Services Personnel; train assigned staff as directed.

Substitute for school site Health Assistants for long-term absences or vacancies as required; assist with administering routine first aid to students and staff; prepare and maintain related health logs and records; notify parents of ill or injured students.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Health office and related medical practices, terminology, procedures and equipment.
- Health and safety regulations including personal hygiene practices.
- Basic methods for assessing illnesses, injuries and medical emergencies.
- District policies and state regulations concerning immunization of school-aged children.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Safe medication administration and side effects.
- Telephone techniques and etiquette.
- Clean and sterile health care treatment techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a computer, assigned software and data entry techniques.
- Methods of collecting, organizing and processing data and information.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- First aid and CPR methods and procedures.

ABILITY TO:

- Perform a variety of activities in support of student health services.
- Screen students for various health and safety concerns.
- Examine students and identify illnesses, injuries and medical emergencies.
- Provide treatment and administer first aid, CPR and emergency medical care as necessary.
- Learn and perform specialized physical health care procedures as directed.
- Prepare and maintain student immunization and health records and files.
- Learn, interpret, apply and explain applicable regulations, policies and procedures.
- Assist District Nurses with screening tests and other student health related activities.
- Compile and verify data and prepare reports related to student health.

Interpret and apply applicable laws, rules, regulations and policies.
Perform a variety of routine clerical duties.
Operate standard office equipment including a computer and assigned software.
Utilize standard health instruments and first aid supplies.
Work confidentially with discretion.
Lift and move students safely.
Communicate effectively both orally and in writing.
Maintain records and prepare reports related to assigned activities.
Complete tasks in an environment with constant interruptions.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Completion of a nursing or medical assistant program is desired.

Experience: Three years of experience involving general office work in an education or health care setting.

Any combination of training and/or experience which would likely provide the required knowledge and/or abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certification.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and health instruments.
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.
Lifting, carrying or transporting students needing assistance.
Pushing wheelchairs to transport students.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally.
Seeing to assess student illnesses and injuries.

HAZARDS:

Contact with blood and other body fluids.
Potential for contact with blood-borne pathogens and communicable diseases.
Chemicals including antiseptics and disinfectant