

# CARDIFF SCHOOL DISTRICT

## HEALTH OFFICE ASSISTANT

### **DESCRIPTION:**

Under the direction of the Principal, administer basic first aid and screen ill or injured students in accordance with applicable laws and regulations; assists individuals with specialized health care needs; prepares and maintains student health records, logs and files.

### **TYPICAL DUTIES:**

- Performs first aid procedures and screen ill or injured students according to established procedures;
- Utilizes a variety of health products and supplies in caring for injuries and health needs;
- Administers first aid in emergency situations and notifies administrator, parents or paramedics as needed;
- Maintains school health office, first aid kits and supplies as necessary;
- Maintains all necessary records and reports of student accidents, illnesses, medication, and other related records and statistics;
- Sends written notices to parents and school staff as required;
- Coordinates the preparation of a variety of examinations related to health appraisal of students;
- Schedules vision, hearing, scoliosis and various other screening tests and clinics for students as appropriate;
- Assists health specialists and other professionals in conducting health screening services as required;
- Administers medication according to physician and parent instructions; prepares related documents; communicates with physicians and parents to obtain authorization forms;
- Maintains the health office in a clean, orderly and safe condition;
- Receives and reviews student health files incoming from other schools and Districts;
- Prepares, maintains and types a variety of health-related records and files including student health records, immunizations, physical exam status, accident reports, communicable disease list and other health reports;
- Compiles and prepares a variety of State-mandated information and reports concerning required physical exams and submit to appropriate agency;
- Provides health records to others according to established policies and procedures; Operates standard health instruments
- Participates in various attendance-related duties as assigned; verifies absences as needed;
- Performs a variety of office functions and activities in support of school office operations;
- Operates a variety of office equipment including a copier, fax machine, computer and assigned software

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Student health services related to injuries and illnesses
- District policies, procedures and practices related to health issues, medical terminology and related activities
- First Aid and age-appropriate CPR techniques
- Health and safety regulations

- Attendance procedures and related document preparation techniques
- Modern office practices, procedures and equipment
- Operation of computer and assigned software
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

**Ability to:**

- Assess and provide first aid care to ill and injured students and staff
- Assist individuals with specialized health care needs
- Prepare and maintain a variety of medical-related records, log and files
- Establish and maintain files, records, reports and referrals
- Understand and follow oral and written directions
- Meet schedules and time lines
- Plan and organize work
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Read, explain and follow rules, regulations, policies and procedures
- Apply appropriate care and procedures related to ill or injured students
- Respond effectively and appropriately to emergency situations
- Perform clerical duties such as filing, typing, duplicating and maintaining records
- Operate computer and medical equipment as required

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include completion of high school or equivalent and two years experience providing health services to children and/or working in a school office.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certification issued by an authorized agency.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk to hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.