

Health Assistant

Range 12

Definition:

As a Health Assistant for the Department of Comprehensive Health, and under the direction of the school nurse, administers first aid and attends ill children; performs clerical duties for health related tasks; performs simple clinical procedures as directed by school nurse; performs related duties as required.

Examples of Duties:

1. Assists the nurse in health services and health programs following authorized procedures.
2. Administers first aid and attends ill children.
3. Assists special needs children with toileting and cleaning children after toilet accidents.
4. Performs occasional tasks of diaper changing, toileting, and lifting special needs children from one place to another.
5. Assists the nurse by scheduling and recording dental inspections, vision and hearing testing, scoliosis testing, and any other required screening.
6. As directed, performs simple clinical procedures under guidelines set by California Department of Education. Procedures include blood glucose monitoring and nebulizer treatment.
7. Under direction, assists students with mechanical respiratory treatment.
8. Performs clerical, filing, typing and research tasks necessary to insure the efficient operation of the school health office.
9. Orders data runs on students with non-compliant physicals and immunizations and does follow-up on them.
10. Operates computer terminal and related software.
11. Maintains records and reports.

Minimum Qualifications:

License and Certificates Required:

A valid California Driver's License and provides own transportation.

A current First Aid Certificate; CPR training and certification.

Knowledge of:

Appropriate care and disposition of sick child in a school setting; office practices and procedures.

Ability to:

Use good judgment and make sound decisions in the absence of supervision, including when to contact the school nurse; recognize and respect information of a confidential nature; administer first aid; assist in health testing; operate a computer terminal and related equipment; type at the rate of 25 words per minute from clear legible copy; ability to speak a second language may be required for some positions.

Education and Experience:

Equivalent to graduation from high school and successful experience working with children and adults and clerical experience. Completion of a Medical Assistant Certificate Program preferable.

Physical Demands and Working Conditions:

Light to moderate – occasional lifting, pushing and/or pulling 100 pounds maximum with lifting and/or carrying of objects weighing up to 40 pounds. May come in contact with body fluids.