

HEALTH ASSISTANT/BILINGUAL BILITERATE

JOB SUMMARY

Under general supervision of a School Principal, performs routine healthcare procedures; administers first aid; assists students in taking prescribed medications; inputs, reviews and maintains records and information related to students and health programs; and performs clerical duties as assigned. Job incumbents must speak, read and write fluently in both English and a second language *such as Spanish or Korean*.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other classes in clerical series such that job incumbents are trained primarily to focus on the basic health needs of students, and certified to perform routine healthcare procedures and first aid, whereas clerical personnel primarily perform clerical duties.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this classification receive general supervision from a School Principal. Employees receive work direction from Nurses and School Office Manager. Incumbents do not supervise others.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Inputs, reviews, and maintains records and information related to students and health programs in compliance with applicable laws, regulations, policies, procedures
- Ensures records and information related to students and health programs are complete and accurate according to laws, regulations, policies, and procedures
- Assists the School Nurse in maintaining health records and preparing reports
- Maintains health and safety supplies in the school office
- Provides first aid care for ill or injured students and staff
- Performs routine healthcare procedures/treatments, such as first aid, glucose monitoring, etc.
- Assists students in taking prescribed medications
- Contacts and communicates with parents, District, and medical personnel on ill and injured students
- Reports health information/conditions to appropriate personnel
- Provides community healthcare resources to students and parents
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED. Valid first aid and a cardio-pulmonary resuscitation (CPR) certificates issued by the American Red Cross are required.

Experience: One year of paid experience performing first aid care and routine healthcare procedures and clerical experience. Health office experience in a school environment is preferred.

Knowledge of: First aid principles, practices, and procedures; Cardio-pulmonary resuscitation (CPR) procedures school office procedures and practices; proper English usage, including correct spelling, punctuation, grammar; laws, regulations, policies, procedures, practices related to school health programs and services; principles and practices of filing and record keeping; suspected child abuse reporting requirements; computer operations.

Ability to: Perform First Aide and CPR procedures; maintain valid first aid and CPR certification as part of continued employment; input, maintain, and ensure up-to-date student records; operate computers and use basic computer functions and features; appropriately responds to and handle medical emergencies; maintain confidentiality of students' health information; attend to detailed work; effectively plan and organize records and information; effectively manage multiple tasks simultaneously; learn to use office computer software programs to perform assigned tasks; effectively communicate both orally and in writing; effectively work in a team environment; provide quality customer service. Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

Certificate: Job incumbents in this classification must maintain valid first aid and CPR certificates as condition of employment.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site.

Work environment: While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. Job incumbents may work without direct and/or constant supervision. While the noise level in an office environment is usually quiet, a school site office may be louder. Job incumbents will have direct exposure and contact with blood-borne pathogens, body fluids and communicable disease.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding fifty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required. The ability to administer and maintain valid first aid and CPR certificates is required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Personnel Action	Personnel Action Date
Approved by the Personnel Commission:	July 14, 2014
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