

Twin Rivers Unified School District

Position Description

Position: Health Services Assistant		Salary Grade: 110
Board Approved: 12/15/15	Effective: 2/1/16	FLSA: Non-exempt

Summary

Assesses and provides routine and urgent first aid, distribution of medications, and treatment of minor ailments/physical conditions to students as authorized by education code, policy, level of certification, and training by a licensed health care professional. Performs recurring clerical duties associated with setup and maintenance of health records other files, assistance with health screening and documentation of test results, and processing routine transactions.

Distinguishing Career Features

The Health Services Assistant provides urgent, minor treatment of injuries, illnesses, and physical conditions and assists with documentation of student records. Appointment to this position requires individual competency through formal training in first aid, CPR, basic medical protocols, and records.

Essential Duties and Responsibilities

- Assesses the priority and acuity of medical situations and applies appropriate first-aid and/or cardio-pulmonary resuscitation (CPR). Documents incidents and informs a Nurse, paramedic, administrator, and parent/guardian of actions taken. Follows emergency 911 protocol.
- Administers first-aid and assists ill or sick students and contacts parents as necessary for students to be taken home. Contact parent, teacher and/or emergency facility when appropriate.
- Monitors students with health conditions that require periodic observation and administration of regularly scheduled medications, all according to written prescription, protocols, and instructions. Informs staff of student health conditions and changes.
- Works with parents to setup required forms that contain instructions for administering medications. Administers medications according to prescription and protocol. Logs data such as, but not limited to, time and nature of medication. Ensures that medicine cabinets are secure. Monitor expiration date on medication and medical authorization form.
- Records data on student health screens, test results, and other demographic information for use in recurring reports and program assessments. Records information for all accidents, communicable diseases, and child abuse.
- May assist a nursing professional in health screens such as, but not limited to, hearing, dental or vision. Records test data and enters information to student data records.
- Review medical information on emergency cards.

- Ensures that health and first-aid supplies are properly inventoried and at sufficient levels. Distributes supplies as needed.
- Responds to inquiries and provides information about the programs, procedures, and standards to staff, public, parents and/or students.
- Performs routine clerical duties. Prepare and maintain documentation (e.g. daily logs, medication logs, accident reports, student visits and actions taken) for the purpose of providing written support and/or conveying information.
- Sets up and maintains files as directed. Assembles, collates, and prepares materials for distribution. Posts information onto manual and computerized records and files using established formats and forms. May be required to perform arithmetic calculations.
- Reviews student records for proper immunizations. Alerts parents of needed immunizations and maintains communication until records of immunization are provided.
- Coordinates between parents and the school items such as PE exemptions. Documents written materials in student files.
- May serve as a team leader for emergency response. May work with emergency response teams to coordinate first lines of triage.
- Maintain health office in a clean and sanitary condition (e.g. sinks, counters, equipment, cots); maintain health equipment and supplies.
- Reports suspected vision and hearing problems to the school nurse.
- Provides information on health related issues for the purpose of instructing teachers, students and/or parents on various subjects (e.g. lice, drug prevention, personal hygiene).
- Refer students requiring further medical attention for the purpose of providing needed medical or dental treatment, counseling, etc., to the nurse. May assist nurse with referrals to outside agencies (e.g. medical insurance resources, immunization clinics, dental clinics, etc.)
- Consult with the school nurse when reporting students with contagious disease for the purpose of minimizing infection and complying with the law. Inform and update school staff, as needed.
- Serve as a liaison between the school nurse, staff, parents and community. Provide information to parents, students and staff on accessing community resources.
- Supervise students in the health office.
- May perform procedures that include toileting, anaphylactic injections and other activities similar in nature under the appropriate level of school nurse supervision.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires working knowledge of medical terminology, first aid, CPR, and common illnesses. Requires working knowledge of documentation and privacy requirements and procedures for student and medical files. Requires working knowledge of clerical office practices, reception techniques, and file maintenance. Requires knowledge of, and skill at using a personal computer, common office productivity software, and specialized computer applications used in education. Requires statistical record keeping skills. Requires sufficient math skill to perform columnar calculations and compute decimals, fractions, and sums. Requires sufficient communication skills to greet and deal cooperatively with students, parents, and school site staff, and to exercise patience with stressful situations. Requires sufficient language skill to document work activity and use basic medical terminology.

▪ **Abilities**

Requires the ability to perform all aspects of the position. Requires the ability to learn, understand, and apply district policies, procedures, and rules. Requires the ability to recognize certain communicable diseases. Requires the ability to perform urgent first-aid. Requires the ability to read and interpret basic instructions for medications and treatments. Requires the ability to administer medications and urgent care procedures. Requires the ability to properly use diagnostic equipment and devices such as blood pressure cuff, thermometer, defibrillator, and emergency medications. Requires the ability to operate standard office equipment. Requires the ability to protect the privacy of student information. Requires the ability to successfully complete on-site, RN-guided training or the equivalent.

▪ **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors in an office exam room environment engaged in work of a moderately active nature. Requires sufficient arm, hand, finger dexterity and strength to assist ill or injured students and operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and to reach and pull materials from files and shelves. Requires speaking and hearing to communicate in person or over the phone.

▪ **Education and Experience**

The position requires a High School diploma plus experience as a clinic medical assistant, nurse aide, or equivalent. Bilingual abilities are desirable, depending on the needs of the District. Certification as a Medical Assistant is preferred.

▪ **Licenses and Certificates**

First aid and CPR certificates. May require a valid driver's license.

▪ **Working Conditions**

Work is generally performed in an office/exam room environment with limited exposure to loss-time accidents. There is regular exposure to communicable diseases, body fluids, and blood born pathogens, however, the risk is minimal with proper protection.