

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT
Position Description

Position Title: Health Associate
Department: Student Family Services
Compensation: Commensurate with Degree and Experience
Calendar: 187 Days
Position Type: Classified Hourly

SUMMARY

Provides minor health services or first aid to students. Assists nurse with required screens and record keeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties must be performed on site. Other duties or tasks may be assigned.

- Notifies parents, nurse or health providers in case of illness or injury daily as needed.
- Dispenses medication to students as prescribed daily.
- Screens students for head lice, notifies parents and guardians when a child needs further medical attention or when they need to go home daily as needed.
- Maintains daily records of health services provided.
- Assists nurses in completing required district, state and federal reports
- Assists in maintaining immunization records and disseminates information regarding immunization requirements to parents, staff or community members as needed.
- Attends to students who are ill, provides first aid for minor injuries as needed daily.
- Assists nurse in monitoring plans of treatment and care as identified or prescribed by IEP's or medical treatment plans daily as needed.
- Supervises students temporarily placed in their care daily as needed.
- Assists nurses in coordinating hearing, vision and other health screens as assigned annually or as needed.
- Provides information on community health related services to parents, staff and students as needed.
- May be required to perform non emergency invasive medical procedures for students under the direction of a medical professional or after having been trained by a medical professional.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATION REQUIREMENTS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, CERTIFICATIONS, LICENSES, EXPERIENCE

- Required: High school diploma or general education degree (GED).
- Required: Certified Nursing Assistant (CNA) certificate.
- Preferred: Previous experience in the medical field.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with students, staff and parents.

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MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES

Ability to work effectively in a fast paced environment. Ability to communicate well both verbally and in writing. Knowledge of medical terminology. Ability to take temperatures, blood pressure and perform other minor medical screening preferred. Must be flexible in working varied schedules at multiple locations.

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 verbally communicate and acknowledge communications from others. The employee frequently is required to walk; sit; reach with hands and arms 0 - 24 inches; kneel or crouch. The employee must occasionally lift and/or move up to 50 pounds 0 - 20 feet, such as vision screening machines. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision and color vision.

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 works indoors. The employee may be exposed to students or staff with viral or bacterial ailments that may be contagious. The employee is frequently required to screen students for head lice or other communicable conditions. Noise levels are frequently low to moderate but on occasion may become loud. .

The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.