

Health Assistant Job Description

Position Title: Health Office Assistant

Certification

- High School Diploma or GED (required)
- CPR Certification (preferred)
- First Aid/AED Certified (preferred)

Reports To: Executive Director of Student and Family Services

General Responsibilities and Scope of Position:

- Provide support under the direction of the Certified School Nurse. Assist with routine and acute health needs during the school day and assist with medical charting and paperwork

Representative Duties:

The Health Assistant will work cooperatively with the building's certified school nurse, registered nurse, building administration, and district's lead certified school nurse.

- Administration of first aid as recommended in the emergency care procedures.
- Carrying out individual student health action plans under the direction of the supervising nurse.
- Keeping a daily record of all students visiting the Health Office.
- Initiation of accident reports within the guidelines in the district.
- Carrying out general clerical duties.
- Assist with identifying and communicating health concerns to the school nurse.
- Observing and monitoring students taking medications, at the direction of the school nurse.
- Assessing supply needs and keeping an ongoing listing in preparation for ordering.
- Maintaining a sanitary and orderly environment.
- Other tasks or duties as assigned.

Qualifications:

- Ability to remain calm and communicate in emergency situations.
- Able to perform physical tasks, including sitting or standing for extended periods of time, bending, kneeling, or crouching to assist students, and lifting and moving students.

Working Conditions:

- Environment: School Building
- Hazards: Contact with blood and other bodily fluids, potential for contact with bloodborne pathogens and communicable diseases.
- Hours:
 - 8 hour work day (times depending on level)
 - Hourly Pay Rate