

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH ASSISTANT (Range 17)

BASIC FUNCTION:

Under the direction of an Assistant Principal or an assigned supervisor, administer basic first aid, dispense medications, and screen ill or injured students in accordance with State laws and established District regulations and procedures; prepare and maintain a variety of records, files and reports.

REPRESENTATIVE DUTIES:

Administer basic first aid procedures and screen ill or injured students according to established procedures and regulations; maintain records of students requiring medical attention. *E*

Administer first aid in emergency situations and notify nurse, administrator, parents, and/or paramedics as directed by an administrator; question students to determine status of condition; utilize a variety of health products and supplies in caring for injuries and health needs. *E*

Administer prescribed medication to students with physician's instructions according to clearly defined procedures; maintain required records. *E*

Evaluate, maintain and update a variety of health-related records and files including student health and immunization records, emergency medical records, accident reports and other reports. *E*

Communicate with students, parents and health care providers regarding immunizations, vision, hearing and dental screenings, allergies and other health-related issues. *E*

Maintain an inventory of medical accessories; order or update as needed. *E*

Make preparations and arrangements for health testing and screening programs; record student test results; maintain confidentiality as required; pull students from classes; issue exposure notices as necessary. *E*

Perform a variety of clerical duties; type reports, correspondence, forms, notices and referrals; maintain files and duplicate materials as needed. *E*

Monitor students suspected of child abuse; report related information according to District and State procedures and policies. *E*

Assist students with asthma, diabetes, seizures and other related medical problems. *E*

Assist school psychologists and counselors as requested.

Attend health and committee meetings; take notes and type monthly meeting minutes.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic first aid techniques.

Health and safety regulations.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Administer first aid to ill or injured students.

Establish and maintain files, records, reports and referrals.

Learn and apply appropriate care and procedures related to ill or injured students.

Type accurately at an acceptable rate of speed.

Work cooperatively with others.

Understand and follow oral and written directions.

Meet schedules and time lines.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Read, explain and follow rules, regulations, policies and procedures.

Perform clerical duties such as filing, duplications, typing and maintaining records.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical or office experience.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR (Cardiopulmonary Resuscitation) Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.

PHYSICAL ABILITIES:

Kneeling, crouching or bending at the waist to assist students.

Seeing to screen ill or injured students.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to administer first aid.

Pushing or pulling wheelchairs.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

HAZARDS:

Contact with blood and other body fluids.

Communicable diseases.