



## Health Assistant

### Classified Position

Initial Date: May 19, 1999  
Board Approval: May 22, 2012  
Revision Date: May 22, 2012  
Personnel Commission:  
Range: 41  
Reports to Site Administrator

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of an assigned supervisor, perform a variety of activities in support of student health services; administer basic first aid, dispense prescribed medications and screen ill or injured students; prepare and maintain student health records and files. This job classification requires a high degree of positive contact with students, staff, and the general public.

### REPRESENTATIVE DUTIES:

- Perform a variety of activities in support of student health services. Perform basic first aid procedures and screen ill or injured students according to established procedures and regulations. Notify parents, staff and identified agencies of student illness, injury or emergencies as necessary.
- Administer basic first aid and provide care and prescribed treatment to students as appropriate; take and record temperatures; perform first aid procedures and CPR in emergency situations; dispense medications according to physician instructions and defined procedures; apply bandages and icepacks as needed
- Establish and maintain cumulative student health records, health cards and emergency contact information; obtain, prepare and maintain reports and files with student information related to student health
- Input student health data and other information into an assigned computer system software; generate computerized lists and reports as requested
- Utilize standard health instruments and operate a variety of office equipment; perform a variety of general clerical duties and assist other school personnel as needed
- Assist with coordinating and arranging vision, hearing, scoliosis and other screenings and tests for students; record screening results; issue exposure notices as necessary
- Ability to conduct daily blood counts on diabetic students as required. Provide assistance and daily care as required for diabetic students (monitoring, verifying, documenting, supervising, etc.)
- Review health information on student athletes including insurance documentation
- Maintain the health office in a clean, orderly and safe condition; assist in ordering, receiving and maintaining inventory of first aid supplies; clean, stock and distribute classroom first aid kits as required
- Attend and participate in Health Assistant meetings and assigned trainings
- Assist with general clerical duties when needed
- Perform related duties as assigned

### KNOWLEDGE AND ABILITIES:

- Ability to effectively communicate in both oral and written form and knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of telephone etiquette utilizing discretion with confidential information
- Knowledge of first aid procedures and techniques; knowledge of health and safety regulations and ability to perform first aid care according to established policies and guidelines

- Knowledge of proper procedures for the administration of health screening tests
- Ability to establish and maintain files, records and reports; ability to type accurately and input data into a computerized system
- Ability to plan and organize assigned tasks so as to meet established timelines and ability to complete work while experiencing interruptions
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties
- Ability to operate a variety of office and health equipment

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- One year of office training or experience desirable
- Health care experience desirable
- Bilingual ability may be desirable

**LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License
- CPR certification required
- May require pre-employment physical examination

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Primarily indoor working environment; office

**PHYSICAL DEMANDS:**

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

**HAZARDS:**

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.