

	Specialized Health Care Assistant	<p style="text-align: center;">Classified Position</p> <p>Initial Date: October 31, 2012 Board Approval: November 13, 2012 Revision Date: October 31, 2012 <i>Pending Personnel Commission:</i> Range: 45 Reports to Site Administrator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

A Health Care Assistant assists teachers and nurses by helping in the training and education of disabled students by presenting educational material or exercises and applying approved medical procedures. The position may be gender specific since designated assignments may require intimate physical care of specific students. Under direction of an assigned Supervisor and under the guidance and direction of the credentialed School Nurse, a Specialized Health Care Assistant provides specialized physical health care services and related care to assist in meeting the health care needs of designated student(s). This individual will work as a team member with the credentialed school nurse, assigned supervisor, and school staff to provide specialized physical health care services/procedures and related care to assigned student(s) to help ensure their health and safety during the school day.

REPRESENTATIVE DUTIES:

- Assists School Nurses and other certificated personnel to meet the specialized physical health care needs of designated students. Performs authorized medical procedures and assists the School Nurse with basic nursing care and protocols. These protocols may include: catheterization, gastrostomy tube feeding, oral suctioning, ostomy care, tracheostomy procedures, blood glucose testing, oral feeding and other procedures as assigned by the School Nurse
- Assists students with personal hygiene functions including toileting, diapering, eating, dressing, and other self-help skills
- Performs a variety of activities pertinent to training, disciplining, and tutoring in order to inculcate habits, knowledge, and skills in disabled students
- Presents lessons to a student or group of students and may check accuracy of students' work and present additional assignments as directed by the teacher
- Keeps routine records related to attendance, grades, test scores, and lunch money
- Dispenses/assists in administration of prescribed medication as directed by the School Nurse
- Maintains accurate records on physical care services provided, procedures performed, and medication administered on a daily basis
- Carries out the instructions of a certificated employee to implement special physical handling, care, or exercises as prescribed
- Cleans medical equipment as directed by the School Nurse
- Assists teachers in maintaining discipline and encouraging acceptable behavior by the students
- Assists teachers in directing learning activities and acts as play leader for assigned groups of students
- May assist teachers on field trips by helping students meet physical needs, maintaining discipline, and reinforcing learning situations
- Accompanies, supervises, and monitors student(s) during field trips and/or community based instructional outings and performs prescribed health related procedures as needed
- May accompany an assigned student or student(s) during transportation to and from school in order to supervise, monitor, and/or perform the prescribed health related procedures and protocols
- May lift , position, or assist disabled students in and out of holding or locomotive devices, wheelchairs, orthopedic equipment, and on and off buses as required
- May obtain food from kitchen, serve food, and feed students or help them feed themselves
- May assist student(s) in classroom activities and/or using books, classroom materials, and under the direction of certificated personnel when appropriate
- Maintains confidentiality of student records, health information, and classroom information in accordance with legal requirements and policies
- Performs other related duties as assigned
- Performs authorized medical procedures for disabled students in addition to performing other instructional assistive duties under the direction of certificated personnel

- Assists teachers in the presentation and positive reinforcement of instructional materials and cares for the physical needs of students with disabilities including the gender specific physical care of an intimate nature

KNOWLEDGE AND ABILITIES:

- Knowledge of physical and emotional needs of students at various age levels
- Knowledge of first-aid procedures and techniques; knowledge of health and safety regulations, and ability to perform first aid care as needed
- Knowledge of specialized health care procedures (including but not limited to: oral suctioning, gastrostomy tube feeding, catheterization, tracheostomy procedures, ostomy care, etc) and ability to perform specialized health care procedures as prescribed and according to established policy and regulations
- Knowledge of functioning of special equipment, such as wheel chairs and braces
- Ability to effectively communicate in both oral and written form and knowledge and usage of correct English usage, grammar, spelling, punctuation and vocabulary with clear English speaking ability
- Ability to communicate and relate effectively with students, staff, and parents
- Ability to act calmly and effectively in emergencies
- Ability to understand and follow instructions and medical orders accurately
- Ability to safely lift and carry or assist in lifting and carrying students of varying weights (up to 50lbs unassisted)
- Ability to operate medical equipment, machines, and/or instruments
- Ability to administer medication as prescribed and treatments as assigned as required
- Ability to travel to various school sites within Morgan Hill Unified School District and ability to perform a variety of specialized health care procedures and/or duties as assigned to a student or student(s).

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- (P.L. 107-110 January 8, 2002): Candidates must satisfy one of the following requirements:
 - Complete two (2) years of higher education study (minimum 48 units) or
 - Obtain an AA degree or
 - Obtain a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics readiness (NCLB Certified)
- Receipt of a passing score on the CODESP Test
- Health care experience desirable
- Training and experience working with students is desirable

LICENSES AND OTHER REQUIREMENTS:

- A valid California Driver License and use of an automobile
- May require pre-employment physical examination
- Requires a valid CPR and First Aid Certificate by a recognized training program, both which must be kept valid during term of employment
- Ability to speak a foreign language may be required for some positions

WORKING CONDITIONS:

ENVIRONMENT:

- Primarily indoor working environment
- May require driving a vehicle to conduct work

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 to operate a variety of medical instruments and equipment as well as office equipment
- Bending at the waist, kneeling or crouching
- Moderate to heavy physical effort; standing for extended periods of time; ability to reach in all directions; lifting, carrying (up to 50 lbs unassisted)
- Moderate to high stress level

HAZARDS:

- Exposure to and contact with blood and other body fluids. All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented
- Exposure to communicable diseases
- Risk of trip or fall (over medical equipment/assistive devices)

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.