



IRVINE UNIFIED SCHOOL DISTRICT

HEALTH ASSISTANT

DEFINITION:

Under the supervision the Principal, performs a variety of health services for ill or injured students at an assigned school site; assists in the evaluation and documentation of student health conditions and complaints; performs basic first aid; administers medication according to District policies and procedures; performs routine clerical duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Other duties may be assigned.

- Provides a variety of health services for ill or injured students; documents student health conditions and complaints; notifies parents, staff and others of student illness, injury, health issues and concerns, or emergencies as needed.
- Screens student complaints to report medical conditions; takes and records temperatures; provides ice packs and administers first aid to students; performs CPR procedures in emergency situations as needed; maintains AED machine at an assigned school site and completes monthly inspections.
- Assists student with injuries such as cleaning wounds, applying bandages; responds to student complaints and assess medical conditions related to head and stomach aches, fever, rashes, injuries, scrapes and other ailments; checks students for head lice as directed.
- Establishes and maintains student health records and files; prepares, maintains and updates logs, records, reports and files with student information related to health, immunization, medications, illnesses, screenings, emergencies, health office visits, accidents, medical issues and assigned duties.
- Performs routine clerical duties such as filing, typing, answering phones, preparing student records, proofreading and duplicating materials; assists school nurse with coordinating health screenings; inventories and maintains health office supplies.
- Under the training and supervision of credential health personnel, organizes and administers prescribed medications according to physician instructions and established District procedures as directed; monitors student side effects and notifies parents, appropriate personnel and agencies as required.
- Monitors and reviews blood sugar testing and daily glucose results for diabetic students as required.
- Maintains updated immunization records of testing; monitors immunization compliance; maintains list of students with incomplete immunization records; sends follow-up notices to parents.
- Inputs a variety of student health data and other information into an assigned computer system; generates computerized lists and reports as requested.
- Communicates with parents, health care providers, other departments and the coordinating District Nurse regarding student condition and care.
- Types and inputs data accurately and at acceptable rate of speed; verifies, updates and collects student health information.
- Operates a variety of office equipment including a computer and assigned software.
- Utilizes standard health care instruments and first aid supplies; pushes wheelchairs to transport students as needed.
- Maintains the health office in a clean, orderly and safe condition; cleans and disinfects tools, work areas, tables and chairs; maintain order and discipline in student health office.
- Substitutes for or relieves other office personnel as assigned.
- Attends and participates in meetings and attend in-service trainings related to assigned activities.

QUALIFICATIONS GUIDE

Knowledge of:

- Health and safety regulations including personal hygiene practices.

- District policies and state regulations concerning immunization of school-aged children.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Safe medication administration and side effects.
- Telephone techniques and etiquette.
- Public health agencies and local health care resources.
- Clean and sterile health care treatment techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a computer, assigned software and data entry techniques.
- Methods of collecting, organizing and processing data and information.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- General concepts of childhood growth and development and childhood behavior characteristics.
- Basic first aid/CPR methods and procedures.

Ability to:

- Screen students for various health and safety concerns.
- Provide treatment and administer first aid, CPR and emergency medical care as necessary.
- Prepare and maintain student immunization and health records and files.
- Learn, interpret, apply and explain applicable regulations, policies and procedures.
- Operate standard office equipment including a computer and assigned software.
- Utilize standard health instruments and first aid supplies.
- Work confidentially with discretion.
- Lift and move students safely.
- Communicate effectively both orally and in writing.
- Complete tasks in an environment with constant interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Perform a variety of basic clerical work with accuracy and speed.
- Work efficiently with frequent interruptions.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships.
- Demonstrate an understanding, patient, warm, and receptive attitude toward children.
- Type and input data accurately and at acceptable rate of speed.
- Communicate clearly with parents, staff and students.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and one year previous clerical experience. Some previous experience working with children in an educational, health care or child care setting, or any combination of training and experience that could likely provide the desired knowledge and abilities is desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid First Aid and CPR certification.

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.

- Dexterity of hands and fingers to operate a computer keyboard and health instruments.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials and monitor students.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Pushing wheelchairs to transport students.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally.

WORK ENVIRONMENT:

Indoor/health office 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 is frequently exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate. Hazards include:

- **Potential for contact with blood, other body fluids and communicable diseases.**

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