



PERSONNEL COMMISSION

Class Code: 5170
Salary Range: 15 (C1)

HEALTH ASSISTANT

JOB SUMMARY

Under general direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide a variety of health services to students at an assigned school site; observe student health needs and provide information to parents and guardians of community associations, social service agencies and other available resources to obtain health care. **E**
- Administer first aid to ill or injured students; perform CPR; take temperatures; distribute adhesive bandages, ice and compresses as necessary; administer medications including Epi-Pens according to physician instructions and established District procedures; maintain log of student coming into the health office. **E**
- Accompany students on field trips and other community based settings to meet the health needs of students; assist in maintaining student discipline. **E**
- Screen students for lice and other health conditions; notify appropriate personnel, personal physicians and parents of health conditions as required. **E**
- Notify parents, guardians, emergency personnel and other authorized persons when students need to be sent home or to health care agencies for emergency services; update student emergency cards; assist parents with health related forms. **E**
- Prepare and maintain a variety of records, files and reports related to student health, nutrition, medications and daily health office activities; review records for compliance with applicable regulations; maintain confidentiality of student health information. **E**
- Maintain the health office in a clean, orderly and safe condition; maintain inventory and order first aid and health office supplies. **E**
- Operate a variety of office equipment including a computer; operate standard health office instruments and equipment; drive a personal vehicle to conduct work. **E**
- Assist in the facilitation and preparation of health screenings and immunization programs; provide referrals to community health care providers as needed; follow up on health care provider referrals. **E**
- Report suspected contagious and communicable diseases to appropriate District personnel. **E**

- Assist individual students with personal hygiene, diapering and toileting as necessary; physically assist students with disabilities as needed.
- Assist registered nurses or Special Education staff with specialized medical procedures such as tracheostomy care and gastrostomy feedings as requested.
- Attend and participate in meetings and training sessions as required.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Health Assistant classification are assigned to school sites and independently provide general health care services to students. Incumbents are responsible for the daily operations of school health offices and may be assigned to travel between school sites to meet the needs of ill, medically fragile and injured students.

EMPLOYMENT STANDARDS

Knowledge of:

Basic health office practices, terminology, procedures and equipment.
Basic medical symptoms and conditions applicable to school-aged children.
Health and safety regulations.
First aid and CPR procedures.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

Ability to:

Provide a variety of health services to students.
Screen ill or injured students.
Compile data and prepare reports.
Work independently with little direction.
Administer first aid and CPR to students.
Observe health and safety regulations.
Utilize a variety of health instruments and office equipment.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.
Operate a computer and assigned software.
Prepare and maintain records related to assigned activities.

Education and Training:

Graduation from high school. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable

Experience:

One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification.

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

WORKING ENVIRONMENT

Health office environment.

Constant interruptions.

Potential for contact with bloodborne pathogens and communicable diseases.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and standard health instruments.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and screen health conditions.

Bending at the waist, kneeling or crouching to assist students.

Lifting and carrying light objects such as medical supplies and health files.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 8/16/2012

Revised: 4/11/13