

DIXIE SCHOOL DISTRICT

Health Assistant Position

Range 17

DEFINITION:

The Health Specialist, under the general supervision of the Superintendent and/or Site Administrator and under the lead direction of the credentialed District Nurse, provides health services and support to students. The Health Assistant will routinely assist the District Nurse with health screenings, assist in maintaining health records, and assist school staff with the health needs of students in a variety of areas. The Health Assistant will provide routine first aid, medication administration, and health support to students and staff as needed. Assignment location is subject to change at the discretion of Administration and/or District Nurse.

RESPONSIBILITIES, to include but not limited to:

- Assures confidentiality of student information and records
- Assists with maintenance of health records and immunization tracking
- Enters and retrieves health information using the district data base (Aeries)
- Assists with mandated vision and hearing screenings
- Assists with follow-up on mandated screening referrals and required documentation
- Assists with school registration (i.e. immunization and health requirements)
- Provide routine first aid and medication administration under the supervision of District Nurse
- Executes medical orders and/or specialized health care procedures specified by the student's healthcare plan under the supervision of District Nurse
- Monitors inventory and assists in maintaining supply levels of appropriate materials needed to administer specialized health care procedures and provide basic first aid
- Maintain daily log of students seen in the health office
- Accompany and assist students with specialized health care needs during recess, field trips, and throughout the school day
- Serves as a link between students, families, and District Nurse
- Assists in compiling documentation and statistical information as requested
- Attends trainings as necessary for meeting the health needs of the students
- Performs other duties as assigned

REQUIRED QUALIFICATIONS:

- Valid CPR and First Aid certification, or ability to obtain
- High school diploma/equivalent or greater
- Ability to work with students in specialized and regular settings
- Ability to handle confidential materials and information with discretion
- Possess skills to communicate effectively both orally and in writing
- Ability to demonstrate patience, sensitivity, and understanding
- Ability to work independently on own initiative with guidance and support
- Understand the specific needs of the children to which assigned

- Gain the confidence of children and supervise them in educational and recreational situations
- Ability to establish and maintain effective working relationships with students, teachers, parents, and staff

DESIRED QUALIFICATIONS:

- Experience working with children, especially those with special needs
- Experience in health services
- Experience working with Aeries data base system