

HEALTH OFFICE ASSISTANT

Grade 5

Purpose Statement

The job of Health Office Assistant is done for the purpose/s of providing support to the school site operations with specific responsibilities for administering first aid and dispensing prescribed medications under the direction of a health care professional; coordinating with other personnel in supporting students with special needs; documenting activities in accordance with established guidelines and regulatory requirements; and assisting health care professionals in scheduling prescribed health screenings and services.

This job reports to Site Principal

Essential Functions

- Administers emergency first aid and scheduled medication to students under the direction of health professional (e.g., nausea, shortness of breath, seizures, sprains, etc.) for the purpose of meeting immediate health care needs.
- Advises assigned administrator of observations involving students' safety, abuse, and other health related issues for the purpose of identifying problems, referring for proper treatment, and complying with legal requirements.
- Assists health professional in completing health screenings (e.g., lice, migrant children's screening, etc.) for the purpose of identifying health concerns and delivering school health services in compliance with established guidelines.
- Attends meetings, workshops, and seminars for the purpose of gathering information required to perform functions.
- Cleans work areas (e.g., sinks, counters, cots, etc.) for the purpose of maintaining a clean work environment.
- Distributes information on a variety of health subjects (e.g., lice, ringworm, drug prevention, personal hygiene, etc.) for the purpose of providing instructional materials to teachers, students, and parents.
- Maintains a variety of information (e.g., inventory of medications, office supplies, student health information, etc.) for the purpose of ensuring items availability as needed while maintaining confidentiality.
- Monitors students referred to the health room for the purpose of ensuring their safety and/or referring to a medical professional for review and services.
- Performs record keeping and clerical functions (e.g., data entry of medical alert status, immunization records, withdrawing students, answering calls, etc.) for the purpose of supporting health services activities.
- Refers students, under the direction of a licensed health professional, requiring further medical attention for the purpose of providing information on available follow-up treatment and services.

- Reports suspected child or substance abuse to assigned site administrator for the purpose of maintaining students' personal safety, a positive learning environment, and adhering to regulatory requirements and established guidelines.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: administering first aid/CPR; handling body fluids and waste materials; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: emergency first aid/CPR procedures; safety practices and procedures; and health standards and reporting procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; being sensitive to and communicating with young adults/teenagers regarding a variety health needs; adapting to changing work priorities; being attentive to detail; and displaying tact and courtesy.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

CPR/First Aid Certificate

Clearances

Criminal Background Clearance

Physical Capacities Test

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.