

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Health Assistant II

DESCRIPTION OF BASIC RESPONSIBILITIES

Under the direction of an assigned school nurse, assist in providing health services to students with specialized and physical health care needs under the guidelines provided by the student's medical doctor or school nurse. Maintain clerical data and records related to health department.

SUPERVISOR: Site Administrator or Designee

TYPICAL DUTIES

1. Dispense medications according to prescribed dosages; record medication and treatment given as required.
2. Under the appropriate level of supervision of the credentialed school nurse, perform procedures specialized physical health care services in accordance with California Education Code Section 49423.5 (includes, but not limited to, catheterizations, toileting, tracheotomy suctioning and care, anaphylactic injections, diabetic care, or other services that require medically related training.
3. Attend health meetings and satisfactorily complete all required trainings required to perform health care functions.
4. Assist with on-site health screenings and schedule student follow-up for school nurse as required.
5. Assist in communicable infection and disease control, e.g., inspection for head lice, etc.
6. Monitor attendance for children for the purpose of tracking school community health concerns.
7. Maintain student electronic and paper health files records including health screenings and health management programs.
8. Audit student health records including immunization, vision, and hearing screening for compliance with State mandates.
9. Perform a variety of clerical duties such as preparing standard letter, forms; and duplicating and distributing materials as required.
10. Provide liaison between nurse/staff and student families.
11. Provide first aid and emergency care of injured or suddenly ill students.
12. Contact parent/guardian in case of student illness/injury and complete accident reports.
13. Organize files, flag cases, and refer information regarding medical conditions to school nurse.
14. Maintain health equipment and supplies; record, inventory, and request health materials and supplies as necessary.
15. Maintain health office in clean and sanitary condition.
16. Maintain daily records of student visits to health office and action taken.
17. Submit health referrals to school nurse.
18. Perform other duties similar to the above in scope and function as necessary and as required.

LICENSES AND OTHER REQUIREMENTS

- First Aid and CPR Certification
- Pass the District's Health Assistant exam
- TB Test Clearance
- High school diploma or equivalent
- Speak and read Spanish at intermediate fluency level - Desirable

Knowledge of:

- General safety and first aid procedures;
- Safe practices in office and health office setting;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience, and courtesy;
- Standard office procedures and practices
- Computer skills in word processing, spreadsheets, and data entry;

Ability to:

- Recognize the first aid and health needs of students to make decisions as to appropriate solutions;
- Establish priorities and respond appropriately in emergency situations;
- Understand and follow oral and written instructions;
- Work with ill/injured students;
- Read and comprehend basic medical terms;
- Maintain calm in stressful situations;
- Prepare reports such as accident and health services;
- Perform basic arithmetic calculations;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Provide first aid and CPR procedures;
- Communicate effectively both orally and in writing;
- Operate standard office equipment, including computer;
- Perform clerical duties;
- Perform work with many interruptions;
- Maintain routine records;
- Maintain consistent, punctual and regular attendance.

MEDICAL CATEGORY I

- May be required to lift, carry, and move students in or out of wheelchairs.
- May be required to lift 50 lbs. or up to 100 lbs. with assistance and/or carry any object weighing up to 25 lbs.

HAZARDS

- Exposure to bodily fluids
- **Exposure to chemicals, medications, communicable diseases, and viruses**