

STOCKTON UNIFIED SCHOOL DISTRICT

HEALTH CARE ASSISTANT

DEFINITION

Under the direction of the Health Services Administrator, the Health Care Assistant will provide basic first aid and screen for ill or injured students in accordance with the State laws and District regulations; prepare and maintain student health records.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)

Administer basic first aid, medications and specialized treatment under the direct and indirect supervision of a credentialed school nurse and/or Public Health Nurse (e.g. G-tube feedings, catheterization, colostomy care, assist in delivery of diabetic car, etc) for the purpose of providing appropriate care for ill, medically fragile and/or injured children. (E)

Compiles data for reports as requested by the school nurse, for the purpose of preparing required documentation. (E)

Prepares documentation (e.g. immunization certificates, exclusions, reports etc.) for the purpose of providing information and/or direction as may be requested. (E)

Responds to inquires of staff and/or parents for the purpose of providing information and/or direction as requested. (E)

Assists in a variety of care and health-related instructional services. (E)

Dispense medications according to physician instructions; maintain records of dosage including amount, time, medication, authorizations and related information. (E)

Establish and maintain student health records and emergency cards; review, maintain and file physical exam and immunization records; contact other schools to request health records; provide health records to others according to District policy and procedure. (E)

Track student immunization records; send notices to parents regarding immunization expiration; maintain related files. (E)

Coordinate vision, hearing, scoliosis and various other screening tests and clinics for students as appropriate. (E)

Perform first aid procedures in emergency situations and notify nurse, administrator, parents, physicians or paramedics as necessary. (E)

Operate standard health instruments; operate a variety of office equipment including a copier, fax machine, computer and assigned software. (E)

Maintain the health office in a clean, orderly and safe condition; assist in ordering, receiving and maintaining

inventory of first aid supplies as necessary. (*E*)

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns. (*E*)

Maintain regular and prompt attendance in the workplace. (*E*)

OTHER DUTIES:

Perform related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- Basic health office practices, terminology, procedures and equipment.
- Health and safety regulations.
- Basic first aid and CPR procedures.
- Clean and sterile treatment techniques.
- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

ABILITY TO:

- Screen students for various health and safety concerns.
- Administer first aid and CPR.
- Prepare and maintain student health records.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Respond effectively and appropriately to emergency situations.
- Observe health and safety regulations.
- 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.
- Work confidentially with discretion.
- Develop and maintain co-operative working relationships with those contacted in the course of work.
- Itinerant position, requires active CA driver's license and ability to provide self transportation between multiple sights daily.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and one year of clerical or health office experience.

Licenses and Certificates:

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and one year of clerical or health office experience. This classification requires a valid First Aid and CPR Certificate issued by an authorized agency within 60 days of employment. May require certification as CPR instructor with training provided by District.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate medical equipment.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Lift and move students as assigned by the position.
- Frequent bend at the waist, kneel or crouch to assist students.
- Reach overhead, above the shoulders and horizontally to retrieve supplies.
- Sit or stand for extended periods of time.
- See to read a variety of materials and screen student health conditions.
- Lift and/or carry up to 40 lbs.
- Occasionally lift up to 150 lbs to table height with assistance.
- Occasionally lift up to 50 lbs to table height.
- Walk for extended distances.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.

SALARY PLACEMENT

CSEA 821

221 Days

Range 40 (\$17.97 - \$21.83)

CSEA 821 Approval: 08/24/16

Personnel Sub: 09/06/16

Board Approval: 09/13/2016