

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Health Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Health Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	February 13, 2013	SALARY:	G-24/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of a assigned supervisor or designee, administer in a reasonable, timely manner basic first aid and screen ill or injured students in accordance with State laws and District regulations to meet the needs of students and site; assist with health testing programs; prepare and maintain a variety of confidential records, files and reports; travel to District sites to conduct work to provide reasonable, timely professional services in support of students achieving their personal best.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

Perform basic first aid procedures and screen ill or injured children in a reasonable, timely manner according to established procedure to deliver professional services to students and sites; utilize a variety of health products and supplies in caring for injuries and health needs of students including but not limited to administering medications and providing assistance to students with asthma, diabetes, or other situations requiring immediate care. *E*

Administer first aid and CPR in emergency situations and notify nurse, administrator, families or paramedics in a timely manner as necessary to meet the needs of students, families and sites. *E*

Schedule students for and assist with vision, hearing, scoliosis and dental screenings; schedule follow-up appointments if further testing is required to expand practices that prove to raise student achievement. *E*

Prepare, maintain, copy and type a variety of confidential, health-related records and files including but not limited to student health records, emergency medical records, accident reports and Medi-Cal logs; log medical procedures and input data into the health information system; prepare correspondence, forms, notices and referrals. *E*

Maintain the health office in a clean, orderly and safe condition to create a safe learning and working environment; assist in maintaining inventory and order first aid supplies as necessary. *E*

Travel to District sites to provide professional health services to meet the needs of the students, staff and sites. *E*

Attend meetings and assist school personnel as required to meet the needs of students, sites and community. *E*

Operate a variety of medical and office equipment as required including but not limited to copiers, typewriters, fax machines, computer and assigned software. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical or office experience; Medical Assistant or Emergency Medical Technician certified preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic First Aid and age-appropriate CPR/AED techniques.
Health and safety regulations.
Basic computer skills and data entry techniques.
Software programs including but not limited to word processing and email related to current position.
Current office practices, procedures and equipment.
Accurate record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Health Information Privacy Act and regulations.

ABILITY TO:

Administer first aid to ill or injured students.
Administer prescribed medication as directed.
Establish and maintain confidential files, records, reports and referrals.
Learn and apply appropriate care and procedures related to ill or injured students.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate, understand and follow both oral and written directions effectively.
Plan, organize and meet schedules and time lines.
Work confidentially with discretion.
Read, explain and follow rules, regulations, policies and procedures.
Complete work with many interruptions.
Learn new or updated computer systems/software programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Apply integrity and trust in all situations.
Actively participate in meeting District goals and outcomes.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment; constant interruptions; driving a vehicle, or riding a District vehicle to conduct work; contact with dissatisfied individuals; exposure to and contact with bloodborne pathogens; exposure to communicable diseases.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to provide health care procedures; reaching overhead and horizontally to retrieve and store supplies; kneeling or crouching; hearing and speaking to exchange information; seeing to observe symptoms and injuries of students; lifting moderately heavy objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions