

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Medical Assistant	REPORTS TO:	Director, Health Services
DEPARTMENT:	Health Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-34/CSEA 125 Salary Schedule

(Former Classification: Health Care Assistant)

BASIC FUNCTION:

Under the direction of the Health Services Director or designee, performs authorized medical procedures for disabled students in addition to administering basic first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports; travel to District sites to conduct work to meet the needs of the students and sites.

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.)

Performs or assists the School Nurse with basic nursing care and protocols including but not limited to catheterization, mitrotalnoff stoma, gastrostomy tube feeding, oral suctioning ostomy care and other procedures as assigned in a reasonable, timely manner to deliver professional services to students and sites. *E*

Perform basic first aid procedures and screen ill or injured children in a reasonable, timely manner according to established procedure to deliver high quality 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 assistant to students with asthma, diabetes, or other situations requiring immediate care. *E*

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

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 health and disability reports; 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 to obtain current health knowledge, skills or techniques and other information to better assist school personnel as required to assist in ensuring health compliance. *E*

Operate variety medical and office equipment as required including but not limited to copier, typewriter, fax machine, computer and assigned software. *E*

Assist with designated medical procedures/services or training in a reasonable, timely manner as directed to meet the needs of the students and sites. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and certified with one of the following: Medical Assistant or Emergency Medical Technician certification.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificated issued by an authorized agency; valid California Driver's License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

Administer first aid to ill or injured students.
Administer prescribed medication as directed
Establish and maintain confidential files, records, reports and referrals.
Read, decipher and write medical terminology
Learn and apply appropriate care and procedures related to chronically ill or injured students or students with specialized physical-medical care needs.
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 pertaining to current position.
Operate standard office equipment as required.
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 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