

## **Santa Maria-Bonita School District HEALTH ASSISTANT I**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, provide health services to free the school nurse from routine work related to the health program; administer routine first aid and emergency treatment to ill or injured students.

### **REPRESENTATIVE DUTIES**

Perform basic first aid for school injuries**E**; assess seriousness, notify appropriate parties and fill out accident reports**E**; screen student symptoms to identify illness**E**; determine need to be brought to attention of nurse**E**; notify parents if necessary**E**; inspect for communicable diseases and/or parasites**E**; assist with administering prescribed medication**E**; record on proper forms**E**; monitor blood sugar results on designated students**E**; consult with nurse, teachers and parents to assure proper diabetic management**E**; record and file immunization and CHDP records**E**; send follow up notices to parents**E**; maintain list of students who have incomplete records**E**; arrange for vision and hearing, scoliosis and general health referral screenings**E**; coordinate screenings**E**; contact parents**E**; record results**E**; prepare follow up lists**E**; maintain the health office**E**; keep supplies replenished**E**; prepare first-aid kits**E**; maintain log of students coming into the health office**E**; assist the school nurse with special education assessments**E**; obtain preliminary information**E**; type health and developmental summaries**E**; set up equipment for a variety of assessments**E**; collect and prepare materials used for classroom health education presentations and individual student needs**E**; acquire necessary equipment for presentations**E**; assist in scheduling**E**; provide routine, factual information to the public**E**; maintain operational records**E**; compile summaries**E**; perform clerical detail work involved in setting up a variety of tests and screenings**E**; record health information and test data**E**; prepare lists of health defects and/or problems**E**; prepare annual reports on CHDP's, Immunizations, Vision and Hearing for the District, County and State**E**; coordinate dental screenings with community dentists**E**; record results, follow up on any emergencies and refer to appropriate agency**E**; assist nurse in documentation of all possible child abuse cases**E**; schedule Family Life presentations and prepare handouts**E**; review all incoming student cum files to determine if student meets California immunization laws**E**; operate a variety of medical office equipment including a computer terminal, copy machine, typewriter and intercoms**E**; use first aid equipment such as thermometer, glucometer, blood pressure monitor and height and weight scale**E**; perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### Knowledge of:

Standard office practices, procedures and equipment;  
Basic recordkeeping techniques;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Laws, rules and regulations related to assigned activities;  
Interpersonal skills using tact, patience and courtesy;  
Health and safety regulations;  
Technical aspects of field of specialty;  
Objectives and procedures related to the school health program;  
First aid and CPR techniques and practices.

#### Ability to:

Communicate effectively both orally and in writing;  
Establish and maintain cooperative and effective working relationships with others;  
Maintain routine records;  
Learn department and program objectives and goals;  
Read, interpret, apply and explain rules, regulations, policies and procedures;  
Maintain current knowledge of technological advances in the field;  
Determine appropriate action within clearly defined guidelines;  
Analyze situations accurately and adopt an effective course of action;  
Understand and work within scope of authority;

(continued)

**Health Assistant**, continued

Ability to, continued

Work independently with little direction;

Observe health and safety regulations;

Work confidentially with discretion;

Operate office machines including a computer and applicable software to enter data, maintain records, and generate reports;

Type 35 words per minute;

Understand and relate to children with special needs;

Administer first aid and CPR.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Graduation from High School and one year experience working with children.

**LICENSES AND OTHER REQUIREMENTS**

Basic First Aid Certificate from an approved institution or the equivalent of a one semester course of study; current CPR certificate.

**WORKING CONDITIONS**

Environment:

Office environment.

Physical Abilities:

Sitting or standing for extended periods of time;

Hearing and speaking to exchange information;

Lifting heavy objects;

Bending at the waist;

Turning/twisting;

Walking;

Seeing to read various materials.

Hazards:

Contact with dissatisfied or abusive individuals;

Contact with blood and other body fluids;

Potential for contact with bloodborne pathogens and communicable diseases;

Fumes from disinfectants.