



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

HEALTH SERVICES ASSISTANT

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, provide a variety of health services for ill or injured students and staff; assist in the preliminary evaluation and documentation of student health conditions and complaints; prepare and maintain student immunization and health records and files; perform routine clerical duties in support of Health Office; and perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Provide a variety of health services for ill or injured students assist in the preliminary evaluation and documentation of student health conditions and complaints.
- Administer basic first aid to students, as appropriate; perform CPR in emergency situations, as needed; take and record temperatures; provide ice packs and bandages.
- Create and maintain health records including immunization files, medication book and substitute notebook, assist with LEA Medi-Cal billing.
- Assist students with injuries such as cleaning wounds and applying bandages.
- Dispense oral medications according to physician instructions including but not limited to monitoring blood sugar levels of students with diabetes, assist with the administration of inhaler and nebulizer for students with asthma, administer Epi-Pen in emergency situations, maintain records of dosage including amount, time, medication, authorizations and related information; monitor student side effects and notify parents, appropriate personnel and agencies, as required.
- Establish and maintain student health records including logs, lists, charts, health information, immunization, medications, illnesses, emergencies, health office visits, accidents, medical issues and other assigned duties; generate computerized lists and reports.
- Contact other schools to request health records; provide health records to others according to established policies and procedures.
- Maintain confidentiality of privileged information; ensure compliance with State and federal laws and organizational policies and procedures.
- Assist in the coordination of vision, hearing and various other screening tests for students.
- Prepare, process and verify accuracy and the completeness of various forms and applications; obtain information for student emergency cards and immunizations; distribute and collect materials, as needed.
- Attend to personal hygiene needs of students on an as-needed basis.
- Perform routine clerical duties such as filing, typing, preparing student records and duplicating materials; compose correspondence related to the health office, as necessary.
- Initiate and receive telephone calls notify parents of student illness and injury; contact emergency medical services, as directed by an administrator.
- Utilize standard health instruments and first aid supplies; type and input data; operate a variety of office equipment including a computer and assigned software.

- Maintain the health office in a clean, orderly and safe condition; assist in ordering, receiving and maintaining inventory of first aid supplies; prepare and replenish First Aid kits.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Perform clerical and health office tasks, including typing, proofreading, filing, verifying and recording health information on student health records; complete various forms as required.
- Assist office visitors by providing information on routine procedural questions.
- Type from oral directions, rough drafts or notes, as well as from records, tests, reports, memoranda, tables, lists and other documents.
- Operate computers, fax, calculators and other office machines and related equipment.
- Follow all established health office procedures and protocols.
- Issue re-admit slips to students and assist in overseeing students, maintain order while students are waiting.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods and practices of first aid and routine emergency treatment.
- Standard policies and procedures pertaining to student health services equipment, supplies, and terminology commonly associated with a student health facility.
- Emergency service agencies within proximity of the assigned school site.
- General office clerical procedures and automated record management, storage and retrieval systems.
- For Bilingual positions: knowledge of written and oral Spanish or other designated language.

ABILITY TO:

- Perform routine first aid and emergency treatment for ill and injured students.
- Communicate effectively, both orally and in writing.
- Evaluate student illness or emergency situations and determine an appropriate course of action.
- Establish and maintain a variety of files and records.
- Operate a computer and use appropriate software applications effectively.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EXPERIENCE AND EDUCATION

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

EXPERIENCE:

One year of paid experience performing a variety of general office work in a medical office or one year of paid experience working with school-aged children. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license, or valid California ID
- Insurability by the District's liability insurance carried may be required.
- Verification of a current First Aid and CPR certificate issued by the American Red Cross is required at time of employment and must be kept current as a condition of employment. Successful completion of training provided by a Credentialed School Nurse prior to placement at work site.

PREFERRED QUALIFICATIONS:

Supplemental course work in typing, computer record management, and general office practices is desirable, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Health Office environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods of time.
- Will occasionally be required to bend, stoop, crunch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.

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