

Posting Dates: May 8, 2008 – May 14, 2008



Job Description

Job Code **ES870**

Health Assistant
Health Services – 1025 N. Country Club Drive
Clerical Test Required at Time of Application

Salary Range: 24 – 1, \$11.53

Term: 9.25 months

FSLA: Non-Exempt

Benefits: Sick leave, holidays, retirement, workers' comp, life, health, dental and vision insurance

Position

To assist the school nurse; to administer health services to students and staff according to District policies.

Qualifications

- **Certified Medical Assistant or Emergency Medical Technician Level 1 with current CPR card**
- Ability to respond quickly and appropriately in emergency situations
- High School diploma or equivalent required
- Moderate proficiency in typing; knowledge of computer and applications with GENESIS preferred
- Ability to work well with students, staff, parents; good verbal and written communication skills
- Ability to respect and maintain confidentiality of records and communications
- Ability to accept limitation of responsibility; ability to follow protocol when administering care
- Knowledge of immunization requirements according to Arizona State Law

Essential Duties

- Prioritize and deliver 1st aid and emergency care to students and staff according to district policies
- Administer medications per parent consent and District guidelines understanding possible side effects
- Perform special medical procedures (i.e. asthma treatments, diabetes monitoring, injection of epinephrine for severe allergic reactions)
- Perform special health care treatments as delegated and demonstrated by parent
- Perform and assist nurse with student health screenings of vision, height/weight, dental, pediculosis and scoliosis
- Document student and staff treatments and parent interactions
- Prepare and maintain health records; maintain confidentiality
- Evaluate immunization records; advise parents of additional doses needed; track suspension dates
- Understand CPS reporting protocol and communicate with nurse in appropriate situations
- Prepare and distribute instructional materials as directed by the school nurse
- Maintain and order office supplies and equipment

Marginal Duties

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities

Supervision

School Nurse and Site Administrator