JOB ANALYSIS - HEALTH ASSISTANT

<table>
<thead>
<tr>
<th>JOB ANALYST:</th>
<th>Nancy Kennedy, MS,CRC</th>
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<tbody>
<tr>
<td>PHONE #:</td>
<td>(800) 477-0626 X 4435</td>
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<tr>
<td>DATE OF ON SITE ANALYSIS:</td>
<td>April 14, 2014</td>
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<tr>
<td>DATE REVISED:</td>
<td>N/A</td>
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<tr>
<td>CONDUCTED FOR:</td>
<td>Chico Unified School District</td>
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<tr>
<td>INFO PROVIDED BY:</td>
<td>Health Assistant Staff, and Human Resources</td>
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General Description:

Under general supervision, the Health Assistant provides necessary first aid and emergency care to students and school staff; and to assist in providing health related services including, screening for vision, hearing and general health services under direction; and to perform a variety of clerical duties as required by the student health program.

Essential Job Functions:

1. Provide necessary first aid and emergency care to students and staff; perform specialized physical health care services in accordance with Education Code Section 49423.5 under the supervision of a qualified school nurse, public health nurse, or licensed physician and surgeon.

2. Arrange for transportation of sick or injured students and staff to home or medical service facilities.

3. Assist the School Nurse in screening for vision, hearing and general health; chart results of testing; track students requiring follow-up by school nurse or medical provider; gather information, volunteers for event, send letters, etc.

4. Dispense medications under appropriate guidelines.

5. Assist orthopedically or physically handicapped students including, taking care of individual physical/medical health care needs.

6. Perform a variety of clerical and administrative duties under the guidance of the school nurse including, maintaining student health records, verifying individual student compliance with State mandated health services regulations, processing student accident reports, maintaining records of medications dispensed and compiling, typing and maintaining records, reports, correspondence and statistical information.

7. Report school health and safety problems to school administrators.

8. Screen students for head lice; and encourage the use of Universal Precautions among students and staff; identify possible chronic health problems and refer to nurse, teacher and other school personnel.

9. Identify and report suspected victims of child abuse to appropriate officials and agencies.

10. Assist the School Nurse in supervising students assigned to the nurse; students with diabetic needs, or special allergic sensitivities, etc.

11. Set up and maintain first aid kits for class field trips under established guidelines; notify teacher/school nurse of special needs and medications of students going on field trips.

GENEX Services, Inc., 3237 Peacekeeper Way, Ste. 207, McClellan, CA 95652
Phone: (800)477-0626 Fax: (877) 211-6860 www.genexservices.com
Physical Demands (Per U.S. Department of Labor Definition) *Times listed are approximate and are illustrated to represent a 4, 6 or 8 hour work day:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Rarely &lt;= 1%</th>
<th>Infrequently 2-5%</th>
<th>Occasionally 6-33%</th>
<th>Frequently 34-66%</th>
<th>Constantly 67% +</th>
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<tr>
<td></td>
<td>* 4 hr. work day &lt;= 4 min.</td>
<td>* 4 hr. work day 4-10 min.</td>
<td>* 4 hr. work day 11 min 1 1/2 hrs.</td>
<td>* 4 hr work day 1 1/2 hrs. - 2 hrs. 40 min.</td>
<td>* 4 hr work day 2 hrs 40 min. - 4 hrs.</td>
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<td>* 6 hr. work day &lt;= 5 min.</td>
<td>* 6 hr. work day 6-15 min.</td>
<td>* 6 hr. work day 15 min. - 2 hrs.</td>
<td>* 6 hr. work day 2 hrs. - 4 hrs.</td>
<td>* 6 hr work day 4 hrs. or more</td>
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<td>* 8 hr work day &lt;= 8 min.</td>
<td>* 8 hr work day 9-30 min.</td>
<td>* 8 hr work day 30 min. - 2 1/2 hrs</td>
<td>* 8 hr. work day 2 1/2 hrs. - 5 1/4 hrs.</td>
<td>* 8 hr. work day 5 1/4 hrs. or more</td>
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| Sedentary     | 0 - 10 lbs. | 0 - 10 lbs. | 0 - 10 lbs. | 0 - 10 lbs. | 0 - 10 lbs. |
| Light         | 11 - 20 lbs. | 11 - 25 lbs. | 11 - 25 lbs. | 11 - 25 lbs. | 11 - 25 lbs. |
| Heavy         | 51 - 100 lbs. | 50 lbs. | 50 lbs. | 50 lbs. | 50 lbs. |
| Very Heavy    | 100 + lbs. | 20 + lbs. | 20 + lbs. | 20 + lbs. | 20 + lbs. |

**STANDING:** Remaining on one's feet in an upright position at a workstation without moving about.

**Occasionally.** Standing in place to maintain a position involves working directly with and speaking to students of varying age levels, and adult staff, parents, and others. Standing occurs to consult with and assist others while performing routine and specialized healthcare services, using office equipment (copier, etc.), and filing or obtaining records, and other miscellaneous routine and non-routine job functions. Duration of standing is often short intervals, but may be 5 to 10 minutes at any one time. Surfaces are generally level interior flooring, cement sidewalks, asphalt, or other exterior surfaces.

**WALKING:** Moving about on foot.

**Infrequently to Occasionally.** Walking distances vary among campuses where the Health Assistant is assigned. The Health Assistant works in a designated office within or nearby the School Administration Office, or other centralized location. The Health Assistant will go to any location of the school campus when responding to an emergency, or responding to aid a student at a teacher's request. The Health Assistant in elementary schools will escort a student either from or to the classroom (especially Kindergarten) as necessary; and all Health Assistants will respond to students in playgrounds, basketball courts, or other areas. Walking distances will vary from several hundred feet to several hundred yards. Within the Health Office, walking is for shorter distances of 5 to 20 feet; and, walking to/from the main administration office is a frequent occurrence spanning 40 to 200 feet depending on the school site. The Health Assistant must be able to walk briskly and on variable surfaces including smooth interior and exterior surfaces, as well as rough or uneven playfields or landscaped areas.

**SITTING:** Remaining in the normal seated position.

**Frequently.** Sitting is required for variable time frames when providing direct first aid, administering medications, comforting or speaking with ill or injured students, and when performing routine record keeping and reviewing of records, and telephone calls. Duration of sitting is generally no more than 30 minutes at one time, as the Health Assistant is frequently interrupted throughout the school day. Sitting will occur on an adjustable task chair, meeting room chairs (various types), and on a day bed, or other available seating or surfaces when performing regular job functions.
PULLING: *To draw towards oneself, in a particular direction or into a particular position.*

**Rarely.** Pulling occurs to open doors, cabinets, and may involve sliding boxes containing supplies or files on shelves. In addition, the Health Assistant may be required to pull to maneuver a wheel chair or cart through a doorway, or up onto a raised sidewalk. Pulling activities vary significantly on a daily basis, and usually are very brief occurrences, but are required in order to respond to emergencies, obtain and file records, and maintain work area in an orderly/clean manner. Pull force ranges up to 10 lbs., and may involve up to 15 lbs. using hand/arms/shoulders.

CLIMBING: *Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using hand and feet.*

**Rarely.** Climbing does not occur routinely at most campus locations. It will occur as necessary to access students located in classroom accessible by ADA ramps (e.g. temporary building classrooms/Kindergarten), or where landscaped areas are mounded or sloped at some school sites. Climbing steps or stairs may be required to access areas within a campus, such as a stage in Multi-purpose Room, or Auditorium; or where classrooms are located on different floors. High School campuses have multiple floors, and the Health Assistant will be required to ascend and descend quickly in a response to an emergency situation. Elevators are available for routine access. In addition, the Health Assistant will store supplies and records in a secure area, usually on an upper level shelf, in which case (depending on the height of the individual) a step stool may be used to access areas above 60 inches, but to 85 inches.

BALANCING: *Maintaining body equilibrium to prevent falling when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces.*

**Very Rarely, by strict definition.** Balancing is required to access or store supplies when standing using a step stool (See Climbing). Otherwise, the Health Assistant must possess the ability to maintain equilibrium and stability when administering first aid, or assisting with various health screening or other activities. The Health Assistant must possess a good overall sense of balance to respond quickly, and work around young students, or in crowded or confined spaces.

STOOPING/BENDING: *Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.*

20 Degrees- Occasionally to Frequently. Bending up to 20 degrees occurs routinely when assisting students with health issues, administering first aid, and accessing supplies/materials in storage area, or cleaning hands, surfaces, etc. Light bending will occur from a standing or a seated position and will involve lifting and applying force.

45 Degrees- Infrequently. Bending to 45 degrees occurs generally as a down/up fluid movement to access supplies or items in lower drawers or shelves, or refrigerator. Sustained periods of moderate bending may occur at the discretion of the Health Assistant when inventoring supplies for reorder, or assisting a student.

90 Degrees- Not Required. The Health Assistant may utilize a full bend at discretion to avoid crouching, squatting or kneeling when accessing a low level, such as to pick up a dropped item, student backpack, or item of clothing, etc.
Left/Right Lateral Flexion: 0 – 45 degrees: Infrequently. Left or right lateral flexion commonly occurs when speaking with a student to display empathy, or to gain a better visual perception of a presenting issue.

REACHING: Extended hand(s) and arm(s) in any direction.

Forward: Forward reaching occurs routinely throughout the school day to the frequencies and degrees indicated below:

135 to 180 Degrees: Rarely. Accessing supplies/items on upper shelf.
90 to 135 Degrees: Rarely. Accessing supplies/items on shelf/file cabinet; ice in upper freezer unit.
45 to 90 Degrees: Frequently to Constantly. Varies with needs of situation to access supplies, records, logs, telephone, student(s) throughout school day; and will occur briefly or for prolonged period; occurs routinely when administering direct care.
Below 45 Degrees: Rarely to Infrequently. Accessing supplies or lower extremity of student when standing or in lowered position - administering CPR/AED if necessary.

Abduction (side reaching 0 - 180): Not required to perform any specific or identified essential function.

Horizontal Abduction/Adduction (away from or across body): Occasionally as a unilateral right or left movement, and Rarely to Infrequently as a bilateral movement. Reaching away or across body occurs when accessing or handling supplies, and routinely when organizing various materials. Full range in either direction horizontally is required to administer quick and effective first aid and medical services to students.

HANDLING: Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch.

Frequently. Whole hand actions involve both the dominant and non-dominant hand and unilateral and bilateral functions. The Health Assistant writes with pen/pencil; accesses and holds file folders, binders, telephone/radio, and numerous supplies routinely and frequently throughout the school day. Holding, firm grasping, turning items with hands, or manipulating with hands, is a necessary and daily occurrence when performing routine job functions. Manual dexterity is required to efficiently and effectively administer first aid, or other medical care within scope of authority. The Health Assistant uses hand for three-point pinch, tip pinch, hook grasp, spherical grasp, and firm/power grasp. Wrist mobility involves deviation, extension and flexion. The whole hand will be used in a prone or supine position. Applied force using the hand is required to a moderate degree to apply pressure at 10 lbs. and possibly more if administering CPR.

FINGERING: Picking, pinching, touching, feeling or otherwise working primarily with fingers rather than with the whole hand or arm as in handling, and key-stroking.

Frequently. Finger actions occur to open/close packaging, including medication bottles, bandages, and other first aid supplies, or devices; and occurs routinely to type using a keyboard, or mouse click or scroll function, for computer entries involved with record keeping, etc. Using fingers to feel/touch is routine when assisting students, as well as to effectively apply bandages, etc.
PSYCHOLOGICAL FACTORS:

1. ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: The ability to maintain attention and concentration for necessary periods. The ability to understand written and oral instructions, and the ability to do work requiring set limits, tolerances, or standards.

100% of job tasks involve the ability to maintain attention and concentration for periods of time, such as to review health records, ensure forms and provided or required information is recorded accurately and completely, as well as to maintain focus and attentiveness when assisting others - this especially includes students under care, but also with all others with whom contact is made. The ability to understand written directions (medication dosages, and other directives), and oral directions from parents/teachers, the School Nurse, or administrators is critical to complying with District policies. Policies and procedures under which the Health Assistant works, require attaining specific goals, or standards of compliance in the delivery of health care services, as well as administrative or legal responsibility, both for self, and others.

2. ABILITY TO PERFORM SIMPLE AND REPETITIVE TASKS: The ability to ask simple questions or request assistance; the ability to perform activities of a routine nature; and the ability to remember locations and work procedures. The ability to obtain information and answer questions regarding company procedures, or standards for immediate staff is required.

80-90% of job functions involve simple and repetitive tasks or procedures. The Health Assistant asks simple and direct questions of students sent to the Health Office, or of teachers or others involved with the student when necessary. This also concerns simple questions about school policy, events, schedules, etc. for other school staff, and parents/guardians. The Health Assistant performs a significant number of similar issues with students, such as cuts and scrapes, colds, headaches, common to school age students. Remedies and procedures for these occurrences become fairly routine, requiring simple responses and actions. The ability to remember locations of supplies, medications, reference materials, locations of classrooms, emergency information, etc. is critical to quick responses, and effective treatments. In addition, the Health Assistant will provide information of a general and specific nature to staff and parents regarding health related matters, or other matters when assisting other staff which will involve obtaining and answering questions regarding school or district procedures or standards.

3. THE ABILITY TO MAINTAIN A WORK PACE APPROPRIATE TO A GIVEN WORKLOAD: The ability to perform activities within a schedule, maintain regular attendance and be punctual; and the ability to complete a normal workday and/or work week and perform a consistent pace.

100% of job functions require the ability of the Health Assistant to be present on a daily basis, adhere to the school's class/lunch/recess schedules and to be ready at any time to assist students. Regular attendance and punctuality are critical due to the nature and role of the job. This requires the Health Assistant to organize and pace routine work effectively in order to be available during times during the school day when students are most likely to require assistance. When assisting a student, or group of students, the Health Assistant must have the capacity to actively participate in health care, and quickly adjust to interruptions or changes in priorities.

4. ABILITY TO PERFORM COMPLEX AND VARIED TASKS: The ability to synthesize, coordinate, and analyze data; and the ability to perform jobs requiring precise attainment of set limits, tolerances and standards.

10 to 15% of job functions involve complex or varied tasks, and primarily involve assessment of criticality of a student's presenting issue(s), or adherence to specific medication directives. This includes overseeing the administration or delivering medications within scope of authority and certification; such as insulin, or other medication and treatments. As a first responder to an on-site incident, the Health Assistant will assess and bring necessary first aid, or resuscitation according to precise standards while awaiting other emergency responders. The School Nurse is always available as a resource (if not present), and the Health Assistant must
8. ABILITY TO ACCEPT AND CARRY OUT RESPONSIBILITY FOR DIRECTION, CONTROL, AND PLANNING: The ability to set realistic goals or make plans independently of others; the ability to negotiate with, instruct or supervise people; and the ability to respond appropriately to changes in the work conditions.

Up to 100% of job functions as it relates to scope of duty only. The Health Assistant is responsible for appropriately responding to ever changing work conditions at a school campus. Each school day presents frequent interruptions, and the need to respond accordingly utilizing skill, patience, and the ability to implement health services within strict guidelines/protocols, regulations, and laws. The Health Assistant does not supervise other employees, and does not set goals without the knowledge and concurrence of the School Nurse, or site Administrator. The Health Assistant, as a member of the school staff, does supervise students under her care, and as requested in other school site settings.