

**CHICO UNIFIED SCHOOL DISTRICT
HEALTH ASSISTANT**

DEFINITION

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

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- 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.
- Arrange for transportation of sick or injured students and staff to home or medical service facilities.
- 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.
- Dispense medications under appropriate guidelines.
- Assist orthopedically or physically handicapped students including taking care of individual physical/medical health care needs.
- 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.
- Report school health and safety problems to school administrators.
- 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.
- Identify and report suspected victims of child abuse to appropriate officials and agencies.
- Assist the school nurse in supervising students assigned to the nurse.
- 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.
- Order and maintain inventory of necessary medical supplies, materials and forms.
- Assist in student registration by informing parents/guardians of Child Health Development Physicals required for school entry and scheduling appointments for kindergarten screening.
- Provide referrals for students and/or parents/guardians to appropriate school staff as needed.
- Attend and participate in staff meetings during scheduled work hours or by prior arrangement and in-service activities; attend in-services, conferences and classes to increase professional knowledge in the areas relating to child health and welfare, specialized health care services, first aid, CPR and effective interaction with students and parents from diverse backgrounds.
- Operate a variety of office machines including, typewriters, word processors, copiers, calculators, fax machines and computers.
- Keep work space clean.
- May travel from school to school.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic principles and practices of first aid, CPR, Universal Precautions, blood borne pathogens, and communicable diseases;
- Modern office practices, methods, and computer equipment;

- Principles and procedures of record keeping and reporting;
- Alphabetical, numerical, and subject matter filing systems;
- English usage, spelling, vocabulary, grammar, and punctuation.

Skill to:

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.
- Safely operate a motor vehicle.

Ability to:

- Work closely with and under the direction of the school nurse and under the supervision of the school principal;
- Learn the principles, procedures and techniques used in screening for vision, hearing, and general health;
- Learn the principles, practices, methods, and techniques used in first aid, CPR, Universal Precautions, and control of communicable diseases;
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including, appropriate guidelines for dispensing medications;
- Assist school nurse in screening for vision, hearing, and general health;
- Administer first aid and CPR to school staff and students;
- Care for individual physical/medical health care needs of students, including orthopedically or physically handicapped students;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Respond to requests and inquiries from the general public;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of providing responsible first aid and care of children is desirable.

Training:

- Equivalent to the completion of the twelfth grade with the ability to obtain specialized training in health, first aid, CPR, emergency medical services, or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possession of current certification in First Aid and CPR.
- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the [Job Analysis](#).