

HEALTH ASSISTANT

DEFINITION

Under the direction of the school site nurse, assist with providing health related services including mandated screening for vision, hearing, and scoliosis, following up on referrals by assisting parents/guardians in accessing available health services and perform record keeping associated with these tasks. She/he will also assist with first aid and other health related services as required.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions within this classification.)

1. Assist with mandated vision, hearing, scoliosis screening and other programs as directed.
2. Act as liaison on behalf of the student and their family to coordinate health and/or other community services.
3. Contact agencies and providers to facilitate referrals, assists families in completing application forms and other documentation, and consults with service providers regarding progress and outcomes.
4. Maintain current and accurate records. Documents contacts with families, agencies and providers as well as outcomes of referrals.
5. Perform routine first aid procedures and assist in screening ill or injured children.
6. Copy and distribute Medi-Cal information to children and their families.
7. Clerical support for Medi-Cal eligibility outreach.
8. Provide health related information to children and/or their parents.
9. Clerical support for health service referrals.
10. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or equivalent required with additional vocational or special training in health care assistance desirable. Two years of relevant clerical or health care assistant experience is required.

Knowledge

Requires knowledge of medical terminology and basic first aid and CPR practices. Incumbent must be familiar with State Health Codes, State Education Codes and policies, procedures and practices. English grammar, punctuation and spelling; standard types of office filing systems, proper telephone etiquette and techniques; common equipment utilized in an office environment.

Skills and Ability

Requires the ability to assess situations and apply applicable regulations and procedures when administering first aid or health care assistance. Ability to obtain CPR and First Aid certification. Requires the ability to remain calm and patient while carrying out duties. Accurately type and learn to efficiently use various computer hardware and software programs; communicate effectively both in oral and written form; follow instructions; organize and prioritize work; perform basic research and report results; read and apply rules, regulations and procedures; learn appropriate filing and record keeping systems; deal effectively with students, parents, administrators and the general public.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

Licenses and Certificates

Valid California Driver's License

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05/18/12