

# MERIDIAN SCHOOL DISTRICT

## JOB DESCRIPTION

### HEALTH SERVICES ASSISTANT

#### **JOB SUMMARY**

The Health Services Assistant is responsible for the day-to-day management of the school clinic, for providing appropriate care and/or referral of ill, injured and/or medically fragile students and for assisting in the implementation of the District Health Services program under the supervision of the certificated school nurse.

Employees may be transferred or reassigned to other Health Services Assistant positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Professional-Technical classification.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience**

High school diploma or equivalent.

Experience in a health care/medical field is preferred. Experience working with children is preferred but not required.

Ability to speak a foreign language is desirable.

##### **Required Knowledge, Skills and Abilities**

1. Knowledge of correct grammar, spelling, and English usage.
2. Effective oral/written communication skills.
3. Ability to be flexible in adjusting plans and activities as priorities change.
4. Ability to coordinate multiple requests, schedules and activities.
5. Ability to deal with children and their families in a caring and confident manner.
6. Ability to deal with sensitive information and honor confidentiality.
7. Ability to establish and maintain effective working relationships with staff, parents, students, outside agencies, and general public.
8. Ability to evaluate multiple demands and assign priority for each in order to maximize production and accuracy.
9. Ability to operate and trouble-shoot office equipment and machinery including copiers, printers, scanners, facsimile machines, and telephone equipment.
10. Ability to operate computer including advanced applications using word processing, spreadsheet, database, and specialized software.
11. Ability to remain consistent, calm and fair under pressure.
12. Ability to screen student illness or injuries; ability to treat minor injuries.
13. Ability to synthesize and organize a variety of documents and maintain both hardcopy and electronic files of these documents.
14. Ability to take direction, perform tasks accurately, accept responsibility, work independently and collaboratively.
15. Ability to be organized and efficiently manage time.
16. Ability to understand and apply state laws and resulting regulations relating to student health.
17. Cultural Competency; ability to effectively work with diverse populations.

##### **Licenses and Special Requirements**

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license, First Aid Cards, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) certification & HIV/AIDS Training.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform basic first aid services as appropriate.
2. Care for injured and ill students in the clinic and document services provided in Skyward.
3. Administer and document medication administration according to district policy and procedures as delegated by and under the indirect supervision of the registered nurse.
4. Assist and participate in the implementation of the communicable disease program, including immunization compliance, and both mandated and other screenings (e.g. hearing, vision, height, weight, etc.).
5. Assist with or conduct lice screening under indirect registered nurse supervision.
6. Communicate effectively with school nurse, staff, and parents regarding health care needs and concerns for the purpose of referring students in need of further medical/dental treatment by phone, fax, email and in person and assists families within the scope of the role.
7. Adhere to requirements for confidentiality regarding students' records; discreetly handle sensitive information regarding students, families and staff.
8. Communicate with families via interpreters both in person and on the phone and using translated documents.
9. Maintain and update student health records for the purpose of providing information required by legal and professional standards.
10. Assist in review and maintenance of student health records as appropriate.
11. Maintain health room and work areas (e.g. supplies, inventory, cleanliness) for the purpose of providing adequate supplies and a sanitary and safe environment.
12. Perform record keeping and clerical functions under strict confidentiality (e.g. copying, faxing, filing of health services related forms, etc.) for the purpose of supporting health services staff.
13. Perform specialized treatments as delegated by the school nurse (e.g. catheterization, blood sugar tests, gastrostomy-tube feedings, oxygen administration, vagal nerve stimulator use, oral suctioning, nebulizer, etc) for the purpose of providing for and monitoring students' medical needs and/or testing at school site.
14. Follow instructions in Individual Health Plans.
15. Report incidents (e.g. fights, suspected child abuse, weapons, etc.) for the purpose of maintaining the personal safety of students and providing a positive learning environment; adhering to applicable laws, district policies, and procedures.
16. Supervise students referred for illness and/or injury for the purpose of monitoring their care and maintaining order in the health room.
17. Chaperone field trips to support health needs of student participants.
18. Assist with other duties as assigned by the certificated school nurse or the building administrator as deemed necessary to ensure safety of students at all times.
19. Assist school nurse in planning and executing health promotion activities.
20. Assist school nurse in completing reports including, but not limited to, student accident reports, incident reports, OSPI reports and Health Services reports.
21. Participate in Annual Health Services training and updates.
22. Maintain regular attendance; adhere to board policy and leave provisions as stated in the collective bargaining agreement.
23. Other duties as assigned: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **OTHER FUNCTIONS:**

1. Assist nurse with health screenings.
2. Assists in emergent situations that may arise as a result of accident or natural disaster.
3. If assigned, assist with diapering.

### **CONDITIONS**

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

## **WORKING RELATIONSHIPS**

Interacts regularly with building staff, transportation department staff, nutrition services staff, student services staff, and various certificated and classified staff from throughout the district. Contacts with individuals outside of the district include frequent contact with health services staff from other school districts, Public Health, outside agencies; occasional contact with various vendors of products and services.

## **WORKING CONDITIONS**

The daily work is performed in an office setting and at various locations on the school premises including classrooms and the school playground. The job incumbent is frequently required to: visually concentrate on detail; be exposed to interruptions; be dexterous and/or precise; wear protective gear or clothing; and deal with bodily fluids. The incumbent is sometimes required to: stand for prolonged periods; lift or carry heavy objects (50 pounds) or individuals; pushing and/or pulling; some stooping, kneeling, crouching and/or crawling; be exposed to infectious diseases; physically restrain students; be exposed to high noise levels; extended work at a computer work station is sometimes required and deal with distraught, angry or hostile individuals.

## **MENTAL DEMANDS**

Requires above average ability to read and write to follow written instructions, complete written reports, records, etc; requires above average math skills; may experience frequent interruptions; requires dealing with a wide range of student behaviors and academic abilities and/or with a wide range of physical or emotional disabilities; requires patience and understanding when working under stressful situations and when working with students with special needs; may be required to calm distraught, angry or hostile students; requires adaptability and flexibility to different student behavioral styles and abilities; requires cooperation and ability to work as a team member; requires excellent organizational skills.

## **PHYSICAL DEMANDS**

Requires mobility (standing, walking, etc.) requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability; exposed to infectious diseases carried by students; exposed to student noise levels. May be required to lift and position students and assist with personal hygiene/toileting. May require prolonged standing, sitting, bending (stooping); may require restraining out of control students; may require assisting students with physical activities.

*The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Human Resources, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.*

*The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.*