

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: HEALTH SERVICES ASSISTANT****BASIC FUNCTION:**

Under the direction of an administrator and District registered nurse, provide a variety of health services for ill or injured students; assist in the care of ill or injured students; administer minor first aid; perform clerical duties related to student health records and mandated screenings.

**ESSENTIAL DUTIES:**

- Provide a variety of health services for ill or injured students; assist in the preliminary evaluation and documentation of student health conditions and complaints; refer more seriously injured students to school nurses for intervention; notify parents, staff and others of student illness, injury, health issues and concerns, or emergencies.
- Screen student complaints and report medical conditions; take and record temperatures; provide ice packs and administer routine first aid to students; assist student with injuries such as cleaning wounds, applying bandages; respond to student complaints and assess medical conditions related to head and stomach aches, fever, rashes, injuries, scrapes and other ailments.
- Administer prescribed medications according to physician instructions and established District procedures; monitor student side effects and notify parents, appropriate personnel and agencies as required; audit prescribed medications for expiration dates.
- Perform duties related to the coordination, scheduling, recording, and other clerical aspects of mandated screenings, including vision, hearing, and other screenings.
- Assist in perform specialized physical health care procedures for general education and special education students, under the training and supervision of credential health personnel.
- Assist diabetic students with meal counts, monitoring blood sugar testing and daily glucose results for diabetic students as required; update student blood sugar logs; monitor health issues of students with special needs, allergies and medical conditions.
- Perform routine clerical duties such as filing, typing, answering phones, preparing student records, and duplicating materials; prepare documents for nurse review and administrative approval related to exclusions.
- Compose and distribute a variety of correspondence such as letters, forms and notifications related to student health and assigned activities; prepare, process, verify accuracy, completeness of various forms and applications.
- Establish and maintain student health records and files; prepare, maintain and update logs, records, reports and files with student information related to health, immunization, oral health assessments, medications, illnesses, screenings, emergencies, health office visits, medical issues and assigned duties; audit student health records for health issues and immunization compliance.
- Input a variety of student health data and other information into an assigned computer system; generate computerized lists and reports, as requested.
- Check students for head lice as directed and notify parents of results.
- Maintain the health office in a clean, orderly, and safe condition.

- May assist special needs students with changing clothes, catheterization, diapering and toileting as directed.
- Maintain order and discipline in student health office; maintain log of students visiting the health office.
- Operate a variety of office equipment including a computer and software.
- Utilize standard health instruments and first aid supplies.
- Substitute for or relieve other office personnel as required.
- Monitor inventory levels of health office supplies and materials; order, receive and maintain health supplies and materials.
- Participate in meetings and attend in-service trainings related to activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Health office and related medical practices, terminology, procedures and equipment.

Health and safety regulations.

District policies and state regulations concerning immunization of school-aged children.

Applicable laws, codes, rules, and regulations related to assigned activities.

Telephone techniques and etiquette.

Clean and sterile treatment techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Operation of a variety of office equipment, a computer and software.

Modern office practices, procedures, and equipment.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

First aid and CPR procedures.

Examine students for illnesses, injuries, and medical emergencies.

Learn and assist in performing specialized physical health care procedures under supervision.

Prepare and maintain student immunization and health records.

Perform a variety of routine clerical duties.

Utilize standard health instruments and first aid supplies.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Complete tasks in an environment with constant interruptions.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and one (1) year of experience in a general office or in a health care setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid first aid and CPR certification, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos. Successful completion of the Health Care Procedures, Medication Administration and IHSP training provided by the District within the first 60 days.

**PHYSICAL DEMANDS/HAZARDS:**

Dexterity of hands and fingers to operate a computer keyboard and health instruments.

Hear and speak to exchange information in person or on the telephone.

Sit or stand for extended periods of time.

Push wheelchairs to transport students.

Bend at the waist, kneel or crouch to assist students.

Reach overhead, above the shoulders and horizontally.

See to assess student illnesses and injuries.

Contact with blood and other body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.

Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.