HEALTH AIDE

FSLA STATUS: Non-Exempt

Created: 10/2004
Last Revised: 07/2019

DEFINITION

Administer first aid and screen ill or injured students; with training by a school nurse. Performs delegable nursing services for students according to Nevada School Nurse Regulation and Advisory Opinion, NRS Chapter 632. Performs a variety of responsible clerical duties involving typing, filing and maintaining of records and reports in support of an assigned school site or office.

SUPERVISION RECEIVED AND EXERCISED:

Received general supervision of a Licensed School Nurse and/or site Administrator.

ESSENTIAL FUNCTIONS: Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.

1. Renders first aid to injured and ill students according to Student Health Services policies and standards of American Heart Association or American Red Cross.
2. Administers CPR in cases of a life threatening emergency, cardiac or respiratory arrest and be able to work quickly and effectively in stressful and emergency situations.
3. Assists School Nurse with basic vision and hearing screening for students.
4. Monitors and audits student immunization records for school required immunization compliance.
5. Under the direction of a School Nurse, assists in implementing a written health care plan for students receiving direct nursing services and assist in implementing the IEP of students with Special Services and ensuring to stay in compliance of such health Plan.
6. Maintains accident and illness documentation for each student assisted in the Health Office.
7. Keeps accurate records of medications brought to the Health Office and records each administration of medication on the student Administration Medication log.
8. Maintain confidentiality of information learned regarding students and their families.
9. Perform periodic maintenance checks of the site’s Automated External Defibrillator (AED).
10. Maintains health office area in a neat and clean manner and maintain sufficient stock of health office supplies.
11. Assists in all the health care needs of student/staff as required.
12. Performs essential clerical duties, receive and sort mail, duplicate and distribute materials as needed, welcoming students and parents, communicating with staff.
13. Serves as receptionist to students, teachers, parents/guardians and general public.
14. Performs activities related to student enrollment, attendance, release and transfer; input data into computer system; prepare periodic attendance report.
15. Operates a variety of office machines including a multi-phone line, typewriter, calculator, copier, computer, printer, and fax machine.
17. Performs all other health and office related work delegated or required to accomplish the objectives of the school health program.

QUALIFICATIONS – Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:
• First Aid Procedures, CPR/AED and medical terminology;
• To perform specialized procedures under the guidance of the Nurse Practice Act;
• Of computers and common use of office equipment;
• Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services;
• Computer applications and medical technology as related to specific job functions;
• Modern office practices, procedures and equipment including receptionist and telephone techniques and etiquette;
• Principles and procedures of record keeping;
• English usage, spelling, grammar and punctuation;
• Basic mathematical principles; and
• Intermediate to advanced computer skills including Microsoft Office.

Skills to:
• Work professionally and collaboratively with administration, staff, parents, and community;
• Provides resources and health counseling to students, families and school staff under the direction of a Certified School Nurse;
• Instruct students and staff on proper health care and maintenance;
• Explain physician’s recommendations interpret medical and nursing information;
HEALTH AIDE, continued

- React properly in stressful emergency situations;
- To communicate and interact cooperatively with others;
- Read and apply information from medical documents; and
- Communicate professionally and effectively in written, oral, and non-verbal terms.
- Use good judgment in applying established guidelines to solve work problems;
- Deal courteously with the public and obtain the information necessary to assist them;
- Make accurate mathematical calculations;
- Perform clerical work with accuracy; and
- Operate a variety of office equipment.

Ability to:
- Participate as collaborative member with other faculty and staff.
- Learn techniques and practices in administering to handicapped students;
- Keep current on health guidelines and regulations;
- To work cooperatively with students, parents/guardians, and staff using tact, patience, and diplomacy;
- Follow oral and written instructions;
- Work independently;
- Handle emergency situations without supervision and make sound health care decisions;
- Recognize and report hazards and apply safe work methods;
- Maintain accurate and complete records as required by law and district policy;
- Maintain and improve professional competence through continued education and in-service;
- Practice in continuing education programs to increase knowledge, update skills, and maintain licensure;
- Maintain security and confidentiality with student’s health information;
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks;
- Ability to appropriately handle stress and interact with others including supervisors, coworkers, clients, and customers;
- Learn, understand and apply the rules and regulations of assigned function or department;
- Learn and effectively use computer hardware and software applicable to assignment; specialized software (i.e. Frontline, Infinite Campus and Infinite Visions);
- To learn and interpret District policies and administrative guidelines;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
HEALTH AIDE, continued

**Experience and Training Guidelines**: Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Training and Experience:**

Two (2) years experience in the health care field desired.

After being trained as a “qualified person” by the Chief Nurse, assists students with medication as prescribed by a physician and approved by a parent/guardian following safe and reliable medication procedure.

Possession of a high school diploma or its equivalent (GED); supplemented by secretarial course work; bookkeeping, accounting or related field is desirable.

**Required License or Certificate:**

Possession of a current Heartsaver + AED CPR card from the American Heart Association. Current First Aid certification from American Heart Association or American Red Cross (current Basic EMT certification may also be accepted).

A valid Nevada driver’s license is required at the time of hire.

Must pass the secretary skills assessment.

**Physical and Mental/Intellectual Requirements**: The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, stand, and perform physical activity for extended periods of time as applicable. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may frequently be required. May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.
Please see chart below indicating specific physical requirements. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

### PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

*(Mark with an X, leave blank where not applicable)*

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTIONS</th>
<th>LESS THAN 25% OF TIME</th>
<th>25% TO 49% OF TIME</th>
<th>50% TO 74% OF TIME</th>
<th>75% TO 100% OF TIME</th>
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<td>Sitting</td>
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<tr>
<td>Standing</td>
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<td>Walking</td>
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<td>Bending/Stooping/Squatting/Twisting</td>
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<td>Crawling</td>
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<td>Kneeling</td>
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<td>Reaching above the body</td>
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<td>Reaching away from body</td>
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<td>Climbing Stairs</td>
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<td>Climbing while working (ladders, stools, roofs, poles)</td>
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<td>Balancing</td>
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<td>Lifting &amp;/Or Carrying objects:</td>
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<td>50 Pounds or 1/3 Bodyweight</td>
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<td>Pushing</td>
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<td>Pulling</td>
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<td>Grasping/Gripping</td>
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<td>Handling</td>
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<td>Applying Torque (arms)</td>
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<td>Fine Manipulation</td>
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<td>Repetitive Work</td>
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<td>Weight Barring</td>
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<td>Typing, Keyboarding, or Entering Data</td>
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<td>Computer Monitor/CRT</td>
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<td>Driving a Vehicle</td>
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<td>Working Alone</td>
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<td>Operating Machinery or Equipment:</td>
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<td>Heavy Equipment</td>
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<td>Vibrating Equipment</td>
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Working Conditions: Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee’s Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.