

HEALTH AIDE/BILINGUAL

JOB SUMMARY

Under the supervision of the school nurse and principal, assist students, in both English and providing support in primary language as required. Prepare, maintain student health records. Administer basic first aid as needed. May assist students with specialized health care procedures (urinary catheterization, caring of colostomies, tube feeding, epi pen, etc); personal care such as feeding, washing, toileting and changing diapers, asthma treatments, or glucose monitoring. Conduct health inspections on students for head lice or other infectious conditions. Assist in distribution of approved health information and forms. Maintain a daily record of student visits to nurses office. Complete accident and follow-up reports. Dispense prescribed medication and records medication and treatment given.

TYPICAL DUTIES

Utilizing proper English, or primary language as required, assist ill and injured pupils by checking temperatures, rendering first aid, dispensing doctor prescribed medication in proper doses, maintaining accurate related logs, provide specialized procedures as required; upon receiving training from a district nurse, may perform a variety of medically related duties including administering medications, tube feeding catherization, etc., in accordance with a physician's written direction dispense medication; may be required to assist students with toileting and changing when necessary. May be required to perform first aid/CPR. Maintain first aid supplies for nurse's office and first aid kits for the classrooms; make preliminary arrangements for health screenings and record results of screening tests; screen for pediculosis; keep daily first aid logs; maintain close communication with school nurse on proper procedures and problems; help maintain health records in cumulative record folders; assist with collecting and reporting information on communicable diseases; as time permits, may assist clerical staff by answering phones, taking messages, and recording absences. May utilize a computer terminal or microcomputer to input and retrieve student health record data or prepare reports. Perform related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent and specialized training in CPR, Emergency Medical Technician, and first aid. Possession of a current certificate in cardiopulmonary resuscitation (CPR), and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR. Excellent command of the English language, written and verbal, as well as in primary language. Some clerical experience, including record keeping is desired.

Knowledge of:

General health and cleanliness; first aid and emergency equipment and procedures; District health policy and procedure; correct grammar usage; general office machines including computers/microcomputer; oral and written communication skills; universal health precautions; proper handling techniques of hazardous materials.

Ability to:

Administer first aid; function adequately in emergencies; work harmoniously with children; maintain confidentiality; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; to deal with problems involving several concrete variables in standardized situations; operate simple office machines; learn, understand, apply, and explain rules, regulations, procedures, and policies related to health issues at a school site; speak and write grammatically correct English and primary language; communicate effectively with students, staff, and parents in English, and primary language; work cooperatively with the public, administration, pupils, and fellow employees.

PHYSICAL ABILITY

The selected candidate must be able to perform the duties of a rigorous work schedule, and pass a physical examination and drug screening. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

Potential exposure to communicable diseases and contact with blood and other body fluids. Potential exposure to physical injury from aggressive behavior. Potential exposure to duplication equipment chemicals