

WASHINGTON UNIFIED SCHOOL DISTRICT

CLASSIFICATION: **HEALTH AIDE**

SALARY RANGE: 26

GROUP: **STUDENT SERVICES**

DATE OF ADOPTION: 12/10/15

DEFINITION: Under the direction of a Nurse and site administrator the Health Aide will administer medications, perform medical procedures for students with diabetes, asthma, allergies and other medical conditions where children need trained adult assistance.

DISTINGUISHING CHARACTERISTICS: The primary responsibility of this position will be assisting the Nurse by administering medication and performing routine medical procedures. An important additional responsibility is to communicate with the Nurse, work as a team member, keeping the Nurse informed, and assisting children in managing long-term illness or conditions requiring medical assistance.

The creation of the Health Aide position is in accordance with language in Article 25 of the collective bargaining agreement between Washington Unified School District and the California School Employee Association, Riverview Chapter #168. Therefore, Health Aides are exempt from the health services stipend.

ESSENTIAL FUNCTIONS:

May use student information system to access and record health-related information.

Show ability to interact professionally with student, staff and public.

Communicate with parents as needed.

Respect and adhere to confidentiality concerning privileged information.

Maintain daily log of students' healthcare.

Under the supervision, direction, and training of the Nurse, administer medications, provide diabetic care, and other healthcare procedures as needed according to district policy and school procedure.

Complete Medi-Cal billing forms, MAA logs and other health-related paperwork.

Use Universal Precautions in body fluid management and help maintain a sanitary and attractive health office environment.

Perform clerical tasks as directed and other duties as assigned.

MINIMUM QUALIFICATIONS:

Ability to:

Respond to specialized healthcare procedures as assigned; present a professional and healthy appearance; pleasant, calm manner in person and by phone; enjoy working with and be patient with both children and adults; perform routine clerical work as needed; communicate effectively with staff, students, and the public; establish and maintain cooperative relations with those contacted in course of work; demonstrate knowledge and understanding of district and school health policies and procedures; understand and carry out oral and written directions; within six months of employment acquire and maintain certificates in CPR and First Aid. Essential functions require, with or without use of aids: mobility to move to counter, files and other areas of the school or office; sufficient vision to see small print; sufficient hearing to hear normal telephone conversations; see color to operate monitors; sufficient dexterity to write, operate telephone and other business machines. Ability to lift

children into wheelchair as needed. Provide regular nursing care that is beyond the scope for school secretaries to provide.

Training and experience:

Training is required to be able to use, read and respond to a variety of medical monitoring devices such as blood glucose meters, insulin pumps and oxygen sensor. Need to know procedures for filling syringes, giving and injection, and proper disposal of medical waste.

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed.

Education:

Equivalent to completion of the twelfth grade. California Driver's License. Current standard first aide and CPR certificates (within the first six months of employment)

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires speaking and hearing to communicate in person or over the phone. Requires visual acuity to read words and numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires sufficient arm, hand and finger dexterity in order to operate a personal computer keyboard, typewriter, and other office equipment. Neck flexion and rotation to read and work on computer. Requires the ability to bend, stoop, squat and reach above/below shoulder level to pull materials from files and shelves. Frequently lifts and carries up to 10 pounds; infrequently lifts and carries up to 30 pounds.