

## **HEALTH AIDE**

### **DEFINITION**

Under general supervision, assists in the care of ill or injured student(s); administers routine first aid and emergency treatment; assists in performing a variety of clerical and office duties related to the Health Services program at a school; performs other related duties as assigned and/or required.

### **ESSENTIAL DUTIES**

- renders first aid treatment to injured and ill student(s)
- provides a quiet, comfortable, and calming atmosphere for ill and injured student(s)
- performs routine evaluations of student illness and injury situations, and determines the need for emergency, supervisory, or administrative assistance
- assists with the preparation of a variety of procedures pertaining to the health conditions of student(s)
- provides information to nurse regarding health concerns and updates on student(s)
- may perform medically related procedures, following district policies and guidelines
- records health history and the results and maintains records of health examinations and issues
- may assist in cleaning and changing of ill student(s) and physically involved student(s), and in the cleaning and disinfecting of the student health area
- verifies student absences due to illness
- monitors student(s) supplies for health care

### **QUALIFICATIONS**

**Knowledge of:** Principles, methods, and practices of first aid and routine emergency treatment; equipment, supplies, and terminology commonly associated with a student health facility; modern office methods, procedures, and techniques; proper English usage, spelling, grammar, and punctuation for good communication and note taking; organizational skills.

**Ability to:** Perform routine first aid and emergency treatment for ill and injured student(s); communicate effectively in oral and written form; evaluate student illness or emergency situations and determine an appropriate course of action; establish and maintain records; recognize and respect information of a confidential nature; understand and follow oral and written directions; establish and maintain cooperative working relationships.

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### PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out our essential job functions.

- will frequently exert 10 to 40 pounds of force to lift, carry, push, pull or otherwise move objects
- will frequently assist wheel chair bound student(s) to toilet and/or other chair
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### EXPERIENCE AND EDUCATION

**Experience:** One year of paid or volunteer experience working with Special Education and/or handicapped school age children is preferred.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental training or coursework in special education, instructional technology and career awareness is desirable.

**Certificate Requirement:** Verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.

**License Requirement:** Verification of a valid California Motor Vehicle Operator's license.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.

11/2007