

STOCKTON UNIFIED SCHOOL DISTRICT

HEALTH AIDE

DEFINITION

The Health Aid performs a variety of non-instructional functions pertaining to student health needs.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the site administrator and a credentialed school nurse.

EXAMPLE OF DUTIES – (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

To assist with Activities of Daily Living (ADLs). i.e.: personal hygiene, feeding, toileting (may include diapering and feminine hygiene assistance), medication administration, mobility, lifting and behavioral support in accordance to District Policy. (E)

Supervision of students performing specialized health care procedures after proper training. (E)

Provide basic first aid and short-term care to enhance comfort and safety of injured or ill students including vital signs. (E)

Documents actions by completing daily log in District data system and required complete monthly reports. (E)

Timely submission of written observation reports/treatment notes for Medicaid /MAA / Third party billing. (E)

Report findings of observations to case manager/School Nurse, Health Services Administration and Site Administrator when appropriate. (E)

Protects the student, District and site by maintaining professional communications and standards of care. (E)

Protect privacy and keep student information confidential as per District Policy and Confidentiality Agreement. (E)

May accompany students on field trips, camps and school related activities under somewhat primitive conditions. (E)

May be required to accompany a student for transport to a medical facility for emergency care. (E)

Follows District Policies and Procedures regarding work operations i.e.: blood born pathogen, mandated reporting, etc. (E)

Maintain regular and prompt attendance in the workplace.

Perform related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Basic health and safety regulations
- Interpersonal skills using tact, patience, courtesy, and respect.
- Respond effectively and appropriately to emergency situations
- Complete work with many interruptions.
- Operation of a variety of office equipment including a computer and assigned software.
- Applicable laws, codes, regulations, policies, and procedures.

Ability to:

- Plan, organize and establish priorities.
- Assist others in resolving problems
- Communicate clearly and succinctly both verbally and in writing.
- Understand and demonstrate sensitivity and empathy to diverse cultures including disabled students.
- Work independently with minimal direction.
- Request clarification when needed.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Operate a variety of durable medical equipment (DME).
- Read, hear and speak to exchange information and make presentations.
- Prepare clear and concise student records and written materials.
- Travel between work sites as required.

Education and Experience:

Any combination of relevant education, training and/or experience equivalent to completion of the twelfth grade and one year minimum experience in a health related field.

License, Certificates and Other Requirements:

- Must possess a valid California Driver's License and evidence of vehicle insurance.
- Possession of valid Basic First Aid and CPR certificate is required.

Working Conditions

Hazards:

- Exposure to bodily fluids and unpleasant odors.
- Contact with dissatisfied or abusive individuals.

Environment:

- Office, classroom and school environments.
- Driving a vehicle to conduct work.

Physical Demands:

- Employees in this position must possess/have the ability to:
- Enter data into a computer terminal and operate standard office equipment.
- Dexterity of hands and fingers to operate a computer keyboard

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- Sit and stand for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 150 lbs. with assistance
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.