

**Oroville Elementary School District
Job Description**

JOB TITLE: HEALTH ASSISTANT I

SALARY LEVEL:	26	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School Site
REPORTS TO:	Site Principal		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED	February 14, 2018

SUMMARY: The Health Assistant I assists the school nurse in providing health related services, such as assistance in screening for general health, maintenance of student health records, clerical work required by the student health program, and providing of first aid services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Administers first aid to injured students.

Informs parents of students' illness or injury and transports students, as necessary.

Travels from school to school in the performance of duties.

Assists with health screening and maintains health files and accident reports for individual students.

Audits CHDP immunization records, compiles, updates and maintains wide variety of records and reports in accordance with state mandated health service regulations.

Provides information on selected health problems to parents, staff, and students; compiles confidential health problems list.

Secures on-site medications and maintains medication records; administers medications in strict compliance with doctor's orders and District policy.

Maintains health related supplies and materials for the nurse's office at the school site.

Performs head lice screening, excludes infested students when necessary, performs rechecks and readmits according to approved policy and procedure.

The eight-hour (8) Health Assistant I will be responsible for home visits regarding chronic head

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lice infestations and family education.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED). Two-year college degree in health related field desirable. Should have experience working with children and adults. It is preferable that candidates have at least one year's experience in a health care related position.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

CERTIFICATES, LICENSES, REGISTRATIONS:

First Aid/CPR Certificate must be acquired during the employee's probationary period
Valid California Driver's License
California Department of Motor Vehicles printout of the employee's driving record will be required.
Automobile insurance and safe automobile with appropriate seatbelts.

OTHER SKILLS AND ABILITIES: Ability to perform duties and to understand and carry out instructions in an independent manner; operate a variety of office equipment; work effectively with parents and students of all socio-economic and racial backgrounds; maintain confidentiality of health records and other student information. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

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PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.