

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**


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<b>Position:</b>	Health Services Assistant I	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Nursing Services	<b>Salary Grade:</b>	08
<b>Reports to/Evaluated by:</b>	Credentialed School Nurse Director of Nursing Services	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

The Health Services Assistant I (H.S.A. I) administers routine first aid, provides initial emergency care and assists in screening ill or injured students in accordance with CA Education Code and District regulations. Performs clerical duties involved in assisting the School Nurse in the management of the site Health Office and maintenance of health records, referrals and reports.

**DISTINGUISHING CAREER FEATURES**

Under supervision of a credentialed School Nurse, the H.S.A. performs clerical and first aid duties to provide health care to ill or injured students by performing a variety of tasks that are governed by well-established policies, procedures, and regulations. After training, assists with health-related services which may include, but are not limited to, student medication assistance, blood glucose monitoring, urinary catheterization, gastric tube feedings, toileting, etc. Position is subject to potential exposure to communicable diseases and infectious bodily fluids and, therefore, recommended immunizations must be up-to-date. Work day schedule, as well as, school site may change during the school year. Works independently or in collaboration, at times, as part of the Health Office team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs routine first aid procedures and assists in screening ill or injured children in accordance with approved procedures established by the Fresno County Department of Public Health, *Emergency First Aid Guidelines for California Schools*, and the *California School Nurse Organization*.
- Refers serious illnesses and injuries to the School Nurse and site administrator. May provide emergency short term care to students with asthma, diabetes, seizures, anaphylaxis, or other situations requiring immediate care
- Reviews student records for proper immunizations. Alerts parents of needed immunizations and maintains communication until records of immunization are provided.
- Performs a variety of routine clerical duties. Utilizes computer software to document student visits and parent interactions, as well as, run reports as requested. Maintains a variety of health-related records and files.
- Assists with the preparation and arrangements for health screening programs performed by the credentialed School Nurse. Records student test results. Schedules follow-up appointments if further testing is required.

- Manages Health Office to keep supplies current and reviews expiration dates of all medications.
- Maintains an up-to-date list of students who have Care Plans, take daily medication, and have PE excuses, physician notes and/or emergency medications.
- Provides emotional support for students until qualified professional can respond.
- Provides information and assistance to students, parents and staff as requested.
- Performs other duties as requested to accomplish the objectives of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires knowledge of medical terminology and basic first aid and CPR practices. Must be familiar with CA Education Code and District policies, procedures and practices. Requires basic clerical and record keeping skills. Communication skills to deal with stressful situations.

**Abilities:** To assess situations, determine severity of illness or injury, apply appropriate procedures when administering health care assistance and refer appropriately for additional care while remaining calm. To communicate effectively with School Nurses and site administrators. To perform all clerical, office and record keeping duties required of the position.

**Physical Abilities:** Requires good arm, hand, finger dexterity in order to operate a computer and to provide health care procedures. Requires good hand-eye coordination, visual depth perception and visual acuity to read words, numbers and prescription labels to administer medications and read procedure directions. Requires understandable speech and a hearing ability to communicate both in person and over the phone. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Requires physical stamina to sit or stand for extended periods of time. While performing the duties of this job, the employee may be required to stand, walk, sit, use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel or crouch.

**Education and Experience:** The position requires a High School diploma or equivalent supplemented by course work in general office skills. Minimum of one year health care or clerical office experience involving contact with children preferred.

**Licenses or Certifications:** Current CPR and First Aid certifications required.