



Job Title: Health Assistant (HA)
 Job Family: School Based Support
 Pay Program: Classified
 Typical Work Year: 10 Months

SUMMARY: Responsible for providing health care to assigned students based on physicians’ orders and delegation/supervision provided by the District School Nurse (RN). Must be able to provide care to students through a team approach that includes following doctor’s orders, individual health care plans and emergency plans, and collaborating with district registered nurses (RN), school staff and parents to provide high quality care for general education students and students with special health needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The HA takes vital signs, provides basic first aid and participates in testing the visual acuity of students yearly and as needed. The HA implements health services listed in the IEP, IHP, and 504 plan for all students.

| Job Tasks Descriptions | Frequency | % of time |
|--|-----------|-----------|
| 1. Under supervision of the district RN, provide student care including monitoring health status, administering first aid for injuries, administering medications, and providing medically necessary procedures, under the delegation of the District School Nurse as outlined in their IHP and/or emergency plan. | D | 70% |
| 2. Perform general clerical duties related to documentation of care provided through the use of district information technology systems and Iowa Department of Public Health forms, as directed. | D | 15% |
| 3. Maintains current CPR/AED/ and first aid certification, and attend all required meetings, trainings, and professional development as directed by the district school nurse and building supervisor. | A | 5% |
| 4. Communicates a summary of health services provided, at least daily, with the supervising District School Nurse and informs her/him immediately regarding any situation that may require nursing judgment or assessment. | | 5% |
| 5. Perform other job related duties as assigned | Ongoing | 5% |
| | Total | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Experience working with children
- Minimum of two (2) years experience working as an unlicensed health assistant such as a certified nursing assistant or medication tech under the direction and supervision of a registered nurse

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire
- Must qualify for reimbursement as a Medicaid care provider
- CPR/AED and First Aid certification is required but may be earned after hire
- Current Iowa Driver’s license
- Ability to travel among district facilities

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills
- Demonstrates integrity, honesty, and trustworthiness
- Ability to maintain confidentiality in all aspects of the job
- Ability to act calmly and effectively during a health emergency

- Ability to promote and follow all district policies, building and department procedures, and Iowa Code requirements related to health services
- Ability to communicate, interact, and work effectively and cooperatively with all people
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize standard precautions, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Ability to manage multiple tasks with frequent interruptions
- Ability to manage multiple priorities
- Ability to diffuse and manage volatile and stressful situations
- Ability to work with students from diverse backgrounds and abilities
- Ability to practice within the scope of nursing delegation and seek direction consistently as required
- Maintains a sanitary and orderly work area
- Maintains clear boundaries (at all times and with all persons) between the role of the District School Nurse and that of the health associate.
- Works as a trusted member of the health team but refrains from giving any health advice, guidance, direction, or education during (or outside) work hours.
- Ability to keep up-to date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers
- Operating knowledge of and experience with Microsoft Word and Excel
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, e-mail, etc. preferred
- Operating knowledge of district student information system required within 1 month after hire
- Operating knowledge of e-mail & communication management systems required within 2 weeks after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | Position Title | Job Code |
|-------------|---|----------|
| Reports to: | District School Nurses School Administrator - Building Principal | |
| | Local Health Officials | |

| | Position Title | # of Employees | Job Code |
|--------------------|--|----------------|----------|
| Direct Reports to: | This job has no supervisory responsibilities | 0 | |

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below 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.

| Physical Activities: | Amount of time | | | |
|-------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands to finger, handle or feed | | | X | |
| Reach with hands & arms | | | X | |

| | | | | |
|-------------------------------|---|---|---|---|
| Climb or balance | | X | | |
| Stoop, kneel, crouch or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | | | X | |

| Weight & Force Demands: | Amount of time | | | |
|------------------------------------|-----------------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | X | |
| Up to 50 pounds | | | X | |
| Up to 100 pounds | | X | | |
| More than 100 pounds | X | | | |

| Mental Functions: | Amount of time | | | |
|---------------------------------------|-----------------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | X | | |
| Instruct | | X | | |
| Compute | | | X | |
| Synthesize | | X | | |
| Evaluate | | | X | |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | X | | | |
| Work Environment: | Amount of time | | | |
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or Humid Conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | | X | | |
| Toxic or caustic chemicals | | X | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| Vision Demands: | Required: |
|---|------------------|
| No special vision requirements | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |

| | |
|-------------------------|---|
| Depth perception | |
| Ability to adjust focus | X |

| Noise Level: | Exposure Level: |
|--------------|-----------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |

Approved 6-26-17

3/27/17

Must adhere to the current standards