

Washington West Supervisory Union

Job Description

JOB TITLE: Healthcare Assistant

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To function at the direction of the Supervising Nurse in the performance of activities delegated by that Health Care Professional. To provide health appraisal, health counseling, and health emergency services as necessary. To minimize student absences due to illness. To maintain safe and effective nursing care rendered directly or indirectly. To contribute to the assessment of the health status of individuals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Health Appraisal

- Implement a system for maintaining confidential student health records.
- Conduct and analyze results of vision/hearing screening tests and confirm the need for follow-up, in conjunction with Supervising Nurse, based upon standardized protocols.
- Participates in the development and modification of the strategy of care.
- Consults with parents regarding recommendations for physician referrals.
- Observe students on a regular basis to detect health needs.
- Inform teachers of student health problems.
- Assists in the development of health care plans and gives input to meetings, such as 504 and IEP, as requested by teachers, Supervising Nurse, and Building Principal.

Medicines

- Dispenses medicines to students in accordance with state rules and regulations as per district policy.
- Provides for proper and safe storage of medicines in accordance with policy.
- Maintains recording of medicines given as per policy.

Communicable Disease – Prevention and Control

- Implement procedures which encourage parents to maintain current immunization schedules for their children.
- Implement policies on communicable disease control per accepted protocol, to include but not limited to, Head Lice, Chicken Pox, Conjunctivitis (pink eye), Strep infections and rashes.

Emergency Services

- Treatment of ill and injured students.
- Contact individuals in connection with medical emergencies, such as parents, rescue, SRS, etc.
- Render first aid and care to students, staff, and other personnel within school building and grounds as needed, as per established protocol.

Miscellaneous Duties

- In conjunction with Supervising Nurse develop budgetary recommendations and order health supplies.
- Maintain student health records.

- Review district health policies, in conjunction with Supervising Nurse, and recommend changes as needed.
- Provide annual student health record reports as requested.
- Serve on Child Protection Team as requested by Building Principal, in conjunction with the Supervising Nurse.
- Assist in district-wide programs of safety, education, and accident prevention.
- Recommend action to curtail safety hazards.
- Performs other duties as assigned.

SUPERVISION RECEIVED: School Nurse for duties and performances related to health functions. School Principal for duties related to overall functions of the school. The Building Principal in consultation with the Supervising Nurse will evaluate performance of this position annually, in person and in writing.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- VT License as LPN, or alternatives to this qualifications as the Board may find appropriate and acceptable
- Current CPR certification
- Mature and stable individual, experienced in working with children and adolescents
- Two years experience in a health related setting
- Good written and oral communication skills
- Ability to deal effectively with students, parents, and community

TERMS OF EMPLOYMENT: The salary and work year shall be based on an hourly rate with the number of days per school year scheduled in accordance with the school district calendar. This will include 2 days prior to the beginning of the school year to get office and paperwork organized for all incoming students. Additional workdays will be approved by the building principal and in accordance with the financial resources stipulated in the year budget.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: The noise level in the work environment is usually moderate. May be exposed to hazardous materials and infectious diseases.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

