

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH SERVICES ASSISTANT

BASIC FUNCTION:

Under the general direction of the Health Services Coordinator in cooperation with the school principal and with the technical assistance of an assigned nurse, perform duties, plan, organize and coordinate activities in a school health office to relieve and assist the school nurse with health related services; administer basic first aid.

REPRESENTATIVE DUTIES:

Relieve the school nurse of routine health office duties; inspect, under direction, students and school personnel for communicable diseases; prepare the arrangements for health testing programs performed by school nurse; and assist as needed with health testing programs.

In accordance with District established guidelines, assess seriousness of injury/illness for determination of appropriate action; administer basic first aid and authorized medications in accordance with established procedures and guidelines; may perform CPR in emergency situations; maintain composure and respond effectively in emergency situations taking appropriate action.

Screen students for proper immunizations; advise parents of needed immunization and monitor compliance with immunization requirements.

Organize and coordinate a variety of clerical and other office functions and activities in the health office of an elementary or secondary school; prioritize and schedule duties to assure efficiency and effectiveness and meet established time lines.

Prepare and maintain a variety of records, files and reports related to immunization, tuberculosis, student health problems and other applicable records.

Maintain confidentiality of information to students.

Compile and organize information including, but not limited to, student's health records and records of new and transfer students for school nurse; compile and maintain student lists; compose and respond to routine correspondence; complete State and district forms and reports according to established procedures; monitor medication and contact doctor for clarification of prescription as needed.

Order, receive and distribute office supplies, first aid and disaster first aid supplies as needed; maintain and set up first aid stations in the event of a disaster and for disaster drills.

Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, records, forms, reports and lists.

Operate a variety of office machines including typewriter, calculator, copier and computer and/or word processing hardware.

Answer health office phones; take and relay messages; communicate information to students, parents, and site personnel regarding district's health services program, student health condition, guidelines for readmission of students with communicable diseases and other related information; explain and apply district policies, procedures and regulations pertaining to position.

Attend inservices related to healthcare.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

CPR and First Aid techniques.

Medical terminology.

Health and Safety regulations pertaining to position.

Applicable sections of State Education Code, state immunization requirements, and other applicable laws.

District organization, operations, policies and objectives pertaining to position.

Organization, rules and programs related to health services.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Work independently with little direction.

Appropriately respond to first aid emergencies.

Establish and maintain files, records, reports and referrals.

Type at 40 words net per minute from clear copy.
Work cooperatively and effectively with others.
Understand oral and written directions.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Work confidentially with discretion.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively both orally and in writing.
Read, explain and follow rules, regulations, policies and procedures pertaining to position.
Perform clerical duties such as filing, duplicating, typing and maintaining records.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Graduation from high school and one year clerical experience and experience providing services to children required; one year health care experience or education preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid First Aid and CPR Certificate issued by the American Red Cross.

WORKING CONDITIONS:

School health office; subject to exposure to communicable or infectious diseases.