

World Learner School
Job Description: Health Aide



Definition: The Health Aide administers first aid and prescribed medical care to students. Defers care to the Principal, School Nurse or other skilled health technician when situations arise that are outside of his/her scope of responsibility. Reports to: Director and School Nurse.

Required Qualifications:

- High school diploma or GED
- Current First Aid and CPR certification from an approved provider
- Two years of work experience as a health assistant, personal care technician, hospital ward clerk, physician's office or other equivalent experience in the medical profession
- Prior experience with physically/medically challenged children
- Good working knowledge of computer applications, including word processing, database and spreadsheet packages
- Equivalent combination of education/training/experience

Desired Qualifications:

- Previous experience in a school setting working with children or adolescents
- Bilingual skills
- Knowledge of body mechanics and body physiology
- Knowledge and understanding of socioeconomic diversity

Responsibilities:

The Health Aide's responsibilities are as follows:

- Administers first aid to injured students and provides short-term care to enhance the comfort and safety of injured or ill students.
- Administers and records medications in accordance with District policy. Consults references or the School Nurse to ensure a working understanding of medications that are administered.
- Takes and records vital signs.
- Maintains computerized listings of immunizations, chronic health conditions, daily visits and health screenings for each student.
- Completes state reports on immunization and vision screenings. Files monthly health report with the School Nurse.
- Reports observations to the Director, School Nurse and/or Child Protective Services, when appropriate. Provides social services information and referrals, as necessary.
- May be required to perform specialized procedures, after proper training, such as urinary catheterization, gastric tube feedings, diabetes management, and seizure disorder management.
- Facilitates sending ill or injured students home or to appropriate facilities.

- Responsible for writing and filing employee accident forms; refers injured employees for appropriate medical treatment; works with the Director to coordinate documentation and investigation of workplace accidents
- May attend, or chair, site's safety committee.
- May accompany students on school trips and meet the health needs of students under somewhat primitive conditions.
- Maintains a clean, organized health office.
- Exhibits patience, courtesy and tact when dealing with students, parents and the community.
- Exhibits empathy when caring for disabled persons and injured/ill students.
- Performs other related duties as assigned.

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle multiple tasks
- Ability to remain seated for extended periods of time
- Ability to prioritize and organize
- Ability to communicate effectively with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to reach, stoop, bend, pull and occasionally carry up to 20 pounds