

HEALTH AIDE-CLERK**ASSIGNMENT:**

Title and Classification: Health Aide-Clerk
 Department: Admin
 Site: Mainly OCI, other sites as needed 7:45am-2:45pm
 Terms of Employment: 9 months/195 days/6.5 hours per day
 Supervisor: Principals at each site/Nurse
 Salary Range: Range 22

GENERAL DESCRIPTION:

Supervised by the Principal, the Health Aide/Clerk will assist the Principal, the Secretary, and the Nurse in a variety of office routines and student health related tasks. Under the direction and supervision of the school nurse, perform procedures, such as catheterizations, suctioning, injections, etc., that are of a medical nature, following appropriate training.

EXAMPLES OF DUTIES:

- Prepare correspondence, forms, and documents;
- Maintain records required by policy, regulation, and good office practice;
- Receive and dispatch messages;
- Assist the nurse in health screening activities;
- Accompany sick or injured students home or to a medical facility when assigned;
- Perform emergency and routine first aid in absence of nurse;
- Serve as a liaison between school and home;
- Give medications and treatments under the direction of a District nurse;
- Assist students with washing, toileting, and other personal duties which include but are not limited to: feeding, suction, catheterization, tube feeding, bandaging, transferring, changing diapers and clothing under the direction of the nurse.
- Perform other duties as required or assigned.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

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|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequently = 75 percent and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 1 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.

4 e. Ability to communicate so others will be able to clearly understand a normal conversation.

 1 f. Ability to bend and twist, stoop and kneel, crawl, push and pull.

 1 g. Ability to lift 25 lbs.

 1 h. Ability to carry 25 lbs.

 1 i. Ability to reach in all directions.

 1 j. Ability to work at heights.

 1 k. Ability to ascend and descend ladder.

 1 l. Ability to work in the elements (extreme temperatures).

QUALIFICATIONS:

Ability To: Have appearance and mannerisms that set good examples for pupils. Operate standard office equipment including duplicating machines, word processing and computers. Data input with accuracy. Able to do some lifting and assisting with transferring students (as from a chair to a wheelchair to toilet, etc.)

Experience: Experience in a similar field preferred.

Education: *High School Diploma or G.E.D.

*First Aid and CPR Certification

Required: *Possess a valid California Driver's License

*Fingerprinting

*TB Test

*Drug Test

EVALUATION:

Performance in this job will be evaluated in accordance with provisions of the CSEA Contract and Board policy on evaluation of support service personnel.

ACCOMMODATION:

Bass Lake Joint Union Elementary School District is an "Equal Opportunity Employer" and does not discriminate on the basis of race, color, national origin, sex or handicap. Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.