POSITION GUIDE

Position Title: Substitute Health Care Assistant **Code:**

Department: Early Childhood & Special Education Services **Group:** Sub

Reports to: Program Supervisor **Date:** **Jan 2021**

PURPOSE OF POSITION:

Health Care Assistants (HCA) are responsible for meeting the medical needs of students enrolled in IU-operated special education and alternative education classes/programs.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***

1. Perform height, weight & BMI assessment and visual and hearing screenings.
2. Dispenses prescribed, physician ordered medications and or procedures according to IU/District policy.
3. Interpret student health information provided by physicians, medical facilities, social agencies and parents.
4. Observe students on a regular basis to assess health problems.
5. Cares for ill or injured students and administers first aid in accordance with established first aid procedures.
6. Increase student and staff awareness on student health-related problems and issues such as bee stings, allergies, asthma, diabetes, hygiene and nutrition.
7. Maintain accurate and up-to-date cumulative health records, medication and/or medical procedure record sheets and immunization forms as required by the state.
8. Follow district policy regarding re-admission of student in connection with infections or contagious diseases.
9. As a mandated reporter, adheres to procedures when suspecting child abuse or neglect.
10. Make referrals to parents to seek medical treatment on an individual basis

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11. Adheres to the established work schedule through regular and consistent attendance

12. Perform other activities as necessary

13. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required:	High School diploma
Certification Required:	Licensed LPN, current CPR, AED and 1ST Aid
Other Qualifications:	Willingness to work as part of an educational team and to become familiar with the unique student needs and rights and regulations governing special education placement. Willingness to provide a safe environment for the students we serve and the ability to adapt to unexpected, changing situations.

ESSENTIAL PHYSICAL REQUIREMENTS:

The strength and ability to assist in lifting and supporting students of ages ranging from pre-school to twenty-one and their assistive appliances.

Considerable bending, stooping, twisting, kneeling and squatting must be tolerated as well as the ability to assist in physical interventions (such as physical restraints) when necessary

Ability to maneuver student/adults into a safe position for administering First Aid or CPR

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 20% Walk/stand: 80% Driving to other locations: as required
Lifting:	Up to 50 lbs. See Essential Physical Requirements above
Vision:	Close concentration
Mental Demands:	Interpret, analyze and problem solve
Environment:	Special Education classes, schools and building

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