

JOB DESCRIPTION

Title: Health Aide
Reports To: Health Professional and building administrator
Salary Grade: n/a (non-union, substitute)
FLSA Status: Non-exempt
Date: April 12, 2023

JOB SUMMARY:

The Health Aide is a substitute position to fill in during the absence (or vacancy) of a health professional to monitor and maintain the health and records of students and communicate with parents and staff regarding health issues by performing the following duties.

ESSENTIAL JOB FUNCTIONS:

- Maintains orderly and current health and immunizations records, including FinalForms platform for all students in accordance with State requirements
- Maintains confidentiality of written and verbal student health records, medication(s), health information, and other health-related incidents
- Handles common childhood complaints and accidents and provides basic first aid according to district policies and procedures
- Recognizes situations that are beyond the scope of the health aide's position that requires the knowledge/skill of the district health professional and refers those situations to the health professional in a timely fashion
- Assists with accident reports for individuals assessed by the health professional
- Serves as a contact between the home and school
- As delegated by the health professional, maintains and administers student medications as prescribed by the physician according to the Board policy and State and Federal guidelines and written direction from the student's physician or the IEP
- As directed by the health professional, assists with medical services to special need children according to Board policy and written direction from the student's physician
- Assists with the State and school district screenings of students
- Maintains a positive working environment for the clinic
- Maintains current knowledge of applicable Board of Education policies and department policies along with the ability to interpret and follow the policies and procedures
- Completes assigned tasks within specified time limits and is punctual
- Maintains up to date knowledge of technology utilized by the district
- *Any other related duties as assigned by the health professional

NON-ESSENTIAL JOB FUNCTIONS:

- Attends required meetings
- Operates required office equipment

MINIMUM REQUIREMENTS:

Must possess a Medical Assisting Certificate (one-year technical certificate) or higher Ohio nursing license. Heartsaver AED and BLS Certification is required. No experience necessary; new graduates welcomed; preference to candidate(s) with one to two years applicable work experience. Ability to handle sensitive, confidential information. Ability to deal with the public tactfully and courteously and work harmoniously with parents, students, and other employees. Able to pass Federal/State mandated criminal checks and substance abuse test.

WORKING CONDITIONS:

Almost all time is spent in an office environment. Must be able to bend, stoop, walk, and lift, and push minimal loads at various times. A considerable amount of time will also be spent working on a computer, so the employee should have close vision ability and be able to operate the required equipment. A great deal of interpersonal contact is required, so the individual must have excellent language and speaking skills. Potential exposure to human blood, bodily fluids, tissue or other infectious materials.

TERMS OF EMPLOYMENT: Substitute position which works as needed for daily and/or long-term assignments

The information contained within this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of duties for this position. Additional duties will be performed by the individual holding this position and additional duties may be assigned in the future.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.