

## HEALTH ASSISTANT

**Distinguishing Features of the Class:** This position involves the performance of routine health related duties including aiding students with specific health problems, screening duties and maintaining records of pupil health examination programs. The position differs from that of a Registered Professional Nurse (School) or School Nurse Teacher since there is no responsibility for classroom instruction, application of professional nursing skills or guidance of students or parents. The duties are carried out under the general supervision of the Supervisor of Special Education. Other than routine incidents are referred to a supervisor for resolution. Incumbents may also assist in the administration of the compulsory education and related laws pertaining to things such as issuance of working papers, athletic physical examinations and insurance records. Supervision of others is not a function of the position. The incumbent does related work as required.

**Typical Work Activities:**

- Assists school physician, visual and auditory screening examinations of students and employees;
- Administers emergency first aid when necessary including calming patient, monitoring vital signs, clearing lungs, encouraging patient to induce coughing to clear lungs, attaching oxygen tubes or administration of CPR;
- Assists with a child's prescribed physical health care needs, e.g., toileting, feeding, ambulation, monitoring of vital signs, maintaining vital functions, etc.
- Follows established school procedures for care and reporting of injuries and illness;
- Maintains cumulative health files for students;
- Maintains attendance records, re-admits students, issues special passes and excuses and makes related telephone calls to parents;
- Prepares hearing, eyesight and medical reports for transmission to parents;
- Stores and inventories health office equipment;
- Processes and files accident reports and insurance claims;
- Telephones parents regarding health problems, absenteeism, accidents or related problems;
- Aides with immunization clinics by recording inoculations, preparing students and keeping order;
- May, upon occasion, transport sick children home;
- May discuss health records with guidance counselors, physicians, insurance carriers, etc.;
- Assists school authorities in verifying and acting upon health related and other attendance problems;
- Performs miscellaneous clerical work as required.

**Health Assistant continued****Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:**

- Working knowledge of routine health care techniques and their application in a school setting;
- Working knowledge of office terminology and procedures;
- Working knowledge of first aid and CPR techniques and skill in their applications;
- Ability to make concise oral and written reports concerning health office activities and findings;
- Ability to keep accurate records;
- Ability to follow detailed oral and written instructions;
- Ability to establish and maintain comfortable working relationships with students, staff and others;
- Ability to write legibly;
- Clerical aptitude;
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications: Either:**

- (A) Three years of experience assisting in health care patient-contact services in health facility, clinic, physician's office or similar setting involving provision of first aid and completion of an approved basic first aid and CPR courses including medical terminology; **OR**
- (B) Possession of a license to practice as a Licensed Practical Nurse in New York State and one year of experience listed in (A) above; **OR**
- (C) An equivalent combination of training and experience as outlined in (A) and (B) above.

**NOTE:** Study in a registered professional nursing program approved by the State Education Department may be substituted for the above experience on a year for year basis.

06/08/90

01/08/04

CLASS:       COMPETITIVE