

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **POSITION TITLE: HEALTHCARE ASSISTANT**

**DEFINITION:** Works independently under the general supervision of the School Principal and the Director of Student Services. Supports the school nurse in maintaining the district-wide student health services program for students with significant health problems including service to students with diabetes and seizure disorders.

**ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:***

- Assist school nurse with health services for students with significant health problems
- Consult with the school nurse regarding questions and problems
- Review and understand the individual student's Health Plan
- Review and understand the Diabetes Medical Management Plan
- Provide support and encouragement to students with diabetes and other health problems helping them to understand and manage their diabetes and/or other health problems
- Perform, verify, or supervise all regular procedures as specified in the Health Plan
- Assure proper treatment of high and low blood sugar conditions as specified in the Student's Health Plan
- Use correct procedures for lifting and correctly positioning students in/on specialized equipment
- Assist with bracing students
- Perform specialized health care procedures as necessary including; g-tube feeding, seizure monitoring and implementation of seizure protocol, oxygen monitoring and administration of oxygen, suctioning oral secretions, tracheotomy care, catheterization procedure
- Willingness and knowledge to assist students with monitoring blood glucose levels and assist and supervise students in administering medication, including insulin and seizure medication
- Dispense medications according to instructions
- Implement approved procedures while toileting/diapering students
- Assists in feeding by following individual feeding plans
- Respond to any emergency, including a diabetic emergency
- Assist students on and off bus and rides to and from school with students who require assistance/support in getting from the bus to classroom and back
- In accordance with the school nurse, document, submit and maintain all health care data
- Monitor and review medication logs at sites
- Participate in the district's LEA Medical Billing Program and Medical Administrative Activities (MAA) program
- Communicate and/or meet with parents as necessary
- Attend meetings as required
- Attend and maintain current health care assistant trainings
- Assist with health care screenings
- Other health-related duties as needed per site throughout the district
- Other duties as assigned

<b>POSITION TITLE: HEALTH CARE ASSISTANT, <i>Continued</i></b>
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**REQUIRED QUALIFICATIONS:****Knowledge of:**

- Specialized healthcare equipment and procedures
- Legal and district policy requirements for dealing with students' health-related issues
- Personal or work experience with diabetes management
- First aid procedures
- Infection control and blood borne pathogens
- Basic record keeping skills
- Awareness of local community agencies
- Behavioral techniques

**Ability to**

- Remain calm in stressful situations
- Use a computer and other office equipment
- Type with accuracy to provide services in a timely manner
- Follow prescribed procedures and protocols for student health care
- Maintain accurate records and reports
- Establish and maintain cooperative working relationships
- Communicate, understand and carry out oral and written directions effectively
- Work independently and effectively with students, staff and general public with minimum direct supervision
- Foster student appreciation of good health
- Organize and prioritize work effectively
- Maintain confidentiality

**EDUCATION AND EXPERIENCE:**

- Completion of the twelfth grade.
- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities verifying a minimum of two years general experience working with children, parents and teachers in a school or health-related field
- Experience and training in simple medical procedures, including, but not limited to the monitoring and treatment applications associated with diabetes
- Post-secondary education, training and experience in the health care field is highly desirable

**PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:****Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels

**POSITION TITLE: HEALTH CARE ASSISTANT, *Continued***

- Communicate so others will clearly understand normal conversation
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 35 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Indoor and outdoor environment, working directly with students, walking, standing, responding to emergencies, lifting, as well as periodic office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions and prolonged periods of time working at a computer terminal

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license.
- Valid CPR/First Aid Certification

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.