

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 240
RANGE: 127
NON-EXEMPT

HEALTH SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction of the Director of Health Services, and assigned supervisor, provide a variety of health-related services to students, faculty and school community members within Fresno County.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Administer minor first aid to ill and/or injured students, faculty, or others, including participating in emergency assistance as needed; evaluate illness, injury or medical situation and determine the need for emergency, supervisory and/or administrative assistance; administer abdominal thrusts, Automatic External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR), and/or rescue breathing as required.
- Assist with health-related classroom curriculum instruction, projects and activities; provide assistance and instruction and serve as liaison between community members and Health Services staff regarding health programs, objectives and the importance of health maintenance.
- Assist in maintaining student health cumulative records including, but not limited to verification of immunizations, vision and hearing mandated testing results, student accident reports and/or student medication sheets; provide assistance to School Nurse or other Health Services staff.
- Assist with maintaining the Health Services office and environment in a neat, organized, sanitary and safe condition including but not limited to inventory of products, forms, supplies and equipment for the purpose of ensuring consistent availability of required items; maintain daily journal of student visits; set up appropriate equipment and supplies for Health Services staff.
- Assist student and school community members, as necessary, in communicating with medical, pharmaceutical, and/or insurance providers as a liaison and source of information; provide assistance on an as needed basis to school community members in scheduling medical appointments and assisting with the completion of related documents and forms.
- Communicate with county office personnel and outside agencies to coordinate activities and collaborate with the appropriate department to ensure adequate medical attention is given to students, faculty and school community members.
- Communicate with students, faculty and school community members to assist in awareness and understanding of various policies and procedures.
- Dispense medication according to prescribing physician instructions and county office policy and procedures; maintain communication with Health Services staff and/or School Nurse on proper health exposure notification procedures.
- Perform various assigned activities for the purpose of ensuring efficiency of the health office and compliance with established guidelines and/or administrative requirements.
- Produce documents, materials and reports for the purpose of disseminating information to appropriate personnel and/or county office departments and programs; input data using assigned software applications.

- Visit student and school community member homes, sites and centers to administer health procedures; load and unload medical equipment and supplies from assigned vehicle; prepare presentations to families regarding health needs and services as needed.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic computer skills and modern office practices, procedures and equipment.
- Basic concepts of child development and typical child behavior characteristics.
- Clean and sterile treatment techniques.
- Health and safety regulations.
- Health office practices, procedures and equipment.
- Medical symptoms and conditions applicable to children.
- Operation of a variety of related medical equipment and instruments.
- Record-keeping techniques.
- Standard First Aid, CPR methods and procedures, concepts of Automatic External Defibrillator; abdominal thrusts and rescue breathing.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Administer basic first aid and screen ill or injured students in accordance with state laws and county office regulations.
- Demonstrate an empathetic and receptive attitude toward students.
- Establish and maintain cooperative and effective working relationships with others.
- Learn and observe applicable laws, codes, rules and regulations related to assigned activities.

- Perform a variety of clerical duties for Health Services programs.
- Prepare, verify and maintain related records, files and reports.
- Provide health-related services to students, faculty and families at a variety of county office locations.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- Sufficient experience administering basic health services to students.

LICENSES AND OTHER REQUIREMENTS:

- Read, speak, translate and/or write in a designated second language.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Health office and/or school facility, and/or mobile medical office environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.

- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.
- Potentially harmful outbursts from students.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 1, 2003
Revised: March 1, 2007
Revised: July 1, 2015
Revised: November 14, 2017