

New Albany-Floyd County Consolidated School District Health Aide (127)

JOB POSTING

Job Details

<i>Title</i>	Health Aide
<i>Posting ID</i>	127
<i>Description</i>	Classification: Operations Support Staff Level II
	Pay Grade: 5
	Pay Range: \$12.16-\$13.26
	Reports to: School Nurse

Summary: Under direct supervision of school nurse, provides first aid and routine medical care to students

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

- **Education and/or Experience:** High school diploma or general education degree (GED) and minimum three months related experience and/or training; or equivalent combination of education and skills.
- **Computer Skills:** Knowledge of STI database, Microsoft Publisher, Microsoft Outlook, Microsoft Word and Microsoft Excel.
- **Certificates, Licenses and Registrations:** First aid and CPR certified.

Responsibilities:

- Perform first aid, dispense authorized prescriptions and over-the-counter medications; supervise students in the health office and make appropriate referrals to school nurse or emergency personnel; prepare and process student staff injury reports (OSHA).
- Perform medical procedures for special needs students i.e. tube feedings, nebulizer treatments, inhalers, etc.
- Contact parents/guardians to arrange transportation home or gather needed information concerning student medications and medical conditions.
- Maintain and compile student immunization records, medication logs and confidential medical history files. Obtain doctor signed authorization forms from parents to dispense medications.
- Follow HIPAA guidelines in forwarding and releasing student medical information in the event of transfers, withdrawals or graduations.
- Verify inventory and order first aid supplies as needed.
- Notify appropriate school personnel and follow-up with Child Protective Services as required in cases of suspected abuse/neglect.
- Maintain clothes closet for children who soil clothing due to illness or accident. Assist students/parents with locating financial or social service resources.
- Provide routine clerical support, make copies, compose correspondence, process mail answer phone and/or produce weekly newsletter.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.
- Other related duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

<i>Shift Type</i>	Part-Time
<i>Salary Range</i>	Per Hour
<i>Location</i>	Georgetown Elementary

Applications Accepted

Start Date

12/08/2020