

New Albany-Floyd County Consolidated School District Health Aide (Hazelwood/Scribner) (393)

JOB POSTING

Job Details

Posting ID **393**
Title **Health Aide (Hazelwood/Scribner)**
Description **TITLE:** Health Aide
 CLASSIFICATION: Operations Support Staff
 PAY GRADE 5: \$12.16-\$13.26
 REPORTS TO: Building Principal

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:

- Performs first aid, dispenses authorized prescriptions and over-the-counter medications; supervises students in the health office and makes appropriate referrals to school nurse or emergency personnel; prepares and processes student staff injury reports (OSHA).
- Performs medical procedures for special needs students i.e. tube feedings, nebulizer treatments, inhalers, etc.
- Contacts parents/guardians to arrange transportation home or gather needed information concerning student medications and medical conditions.
- Maintains and compiles student immunization records, medication logs and confidential medical history files.
- Obtains doctor signed authorization forms from parents to dispense medications.
- Follows HIPAA guidelines in forwarding and releasing student medical information in the event of transfers, withdrawals or graduations.
- Verifies inventory and orders first aid supplies as needed.
- Notifies appropriate school personnel and follows-up with Child Protective Services as required in cases of suspected abuse/neglect.
- Maintains clothes closet for children who soil clothing due to illness or accident.
- Assists students/parents with locating financial or social service resources.
- Provides routine clerical support, makes copies, composes correspondence, processes mail, answers phone and/or produces weekly newsletter.
- Performs other related duties as assigned by the Principal and/or other designee.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

<i>Shift Type</i>	Part-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Hour	<i>Job Category</i>	Classified
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Internal
<i>Location</i>	Hazelwood Middle School	<i>Posting Status</i>	Active
<i>Minimum</i>			

Qualifications
Screening

Job Application Timeframes

Internal Start Date **06/18/2021**
Internal End Date

General Start Date **06/18/2021**
General End Date

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Survey
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