

New Albany-Floyd County Consolidated School District Health Aide (Children's Academy/Prosser) (416)

JOB POSTING

Job Details

Title **Health Aide (Children's Academy/Prosser)**
Posting ID **416**
Description **TITLE:** Health Aide
CLASSIFICATION: Operations Support Staff
PAY GRADE 5: \$13.00-\$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.

- **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.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

Shift Type **Part-Time**
Salary Range **Per Hour**
Location **Prosser Career Education Center**

Applications Accepted

Start Date **07/07/2021**