



Belle Creek Charter School

9290 E. 107th Ave. ☞ Henderson, CO 80640

(303) 468-0160 + FAX (303) 468-0164

www.BelleCreekCS.org

Belle Creek Charter School Health Assistant

Job Title: Health Assistant
Last Modified: March 19, 2018
Reports To: Executive Director

SUMMARY: Primary responsibility is to provide healthcare and first aid to students in accordance with the delegation and specific training received via the School Nurse Consultant. The position is responsible to ensure that the School Nurse Consultant is well informed of individual and collective health needs of students and/or the building to safeguard the safety and well-being of everyone within the school environment while ensuring the confidentiality of students according to HIPPA and FERPA guidelines. This position is required to work directly under the supervision and authority of the building Executive Director or designee and School Nurse Consultant who is responsible to ensure that the individual in this position is competent and capable of performing delegated tasks with accuracy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- D 75% Student Health Operations: Manage the overall health needs of the students in the building. Administer basic first aid and medications on a daily basis according to school policy and in accordance with school training and emergency care guidelines. Communicate with parent/guardian or emergency contact for injured students in accordance with school policy. Perform specific procedures for individual students as designated by School Nurse Consultant, (g tubes/feeding tubes, catheters, nebulizers, diabetes care, etc.). Maintain accurate and detailed health records for all students and provide appropriate reports as requested by school administration and/or School Nurse Consultant.
- 24% School Health Operations: Assist in enforcing state immunization laws and ensuring proper immunization status of students and reporting data for both district and state requirements. Coordinate and organize annual vision/hearing screening within the school building. Maintain efficient organizational structures to support a safe School Health Clinic.
- Ongoing 1% Perform other duties as assigned by the Executive Director and/or the School Nurse Consultant.

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 available (as determined by the Human Resources Department in collaboration with the School Nurse Consultant) to enable individuals with disabilities to perform the essential functions.

EDUCATION: Minimum of a High school diploma or equivalent

EXPERIENCE: Minimum of 1-year experience in a health related field preferred, but not required.

SKILLS, KNOWLEDGE, & EQUIPMENT: Must have the ability to speak/read/ write in English. Requires the ability to focus on details in order to maintain data, write routine reports, and relay accurate information between School Nurse Consultant, school staff, parents and when appropriate community agency personnel. Individual must be able to work with a wide range of adults and students, including individuals with mild to significant disabilities. Knowledge of general positive health habits, child growth and development, audiometer, thermometers, and balance beam scale required within 1 month of hire. Basic knowledge of inhalers/nebulizers, glucose meters and EPI pens preferred at hire; required as needed with

individual students at the discretion of the School Nurse Consultant. Individual must have basic operating knowledge of general office equipment, such as computers, fax, and copy machines.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR/AED/First Aid certification required for this position. Individual must have valid certification prior to the first day in Health Clinic or working directly with students. Standard Precaution and Medication Administration training provided by district staff/School Nurse Consultant; however, an individual must attend training no later than 30 days from hire date. Individuals are required to monitor their certifications to ensure they are current at all time while in this position. Lack of a valid certification could result in temporary suspension and/or termination.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no adult supervisory responsibilities; however, this position is responsible to supervise students while they are in the Health Clinic. This position acts as a resource for staff, parents, and students by providing information on various health matters, health questions, and other health-related concerns according to school and district policies.

JUDGMENT AND DECISION MAKING: This position requires an individual to maintain and ensure that there are accurate detailed health records for all students on file in addition to ensuring their confidentiality according to HIPPA and FERPA guidelines. Overall, daily/weekly responsibilities are assigned by the School Nurse Consultant to ensure student and building needs are met in a timely fashion. This position requires judgment and basic medical knowledge to determine the severity and urgency of a child's illness or injury in order to take appropriate and timely action. Decision-making is guided by Health Clinic/Aid Basic Procedures/guidelines, training received during CPR/AED/First Aid course, state hearing, and vision guidelines, as well as District and building policies and procedures. Decision-making requires collaboration with the School Nurse Consultant, building staff, school and district administrators, as well as parents.

DIVERSITY OF DUTIES: Duties require cross-training between the health clinic and the school office, thereby requiring an individual to have strong interpersonal and communication skills. Health clinic duties involve a wide range of duties to ensure the health and safety of all who are seeking assistance.

SAFETY TO SELF AND OTHERS: High exposure to self to disease when handling body fluids if the employee does not follow Standard Precautions as taught. May also expose others to injuries if a person in this position fails to properly handle and dispose of body fluids, follow appropriate medical protocol, and/or maintain a safe and sanitary clinic. Medium exposure to self if the employee does not follow approved lifting techniques, putting themselves at risk for a possible hernia due to lifting and carrying injured students.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be available (as determined by the Human Resources Department in collaboration with the School Nurse Consultant) to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to actively engage with adults and students, thereby, requiring verbal oral output as well as and listening - auditory input. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus and read printed material efficiently and accurately. In addition, must have sufficient vision to appropriately supervise students and adequately collect/record data. The employee is occasionally required to stoop, or crouch, and must have the ability to use arms/hands/fingers to handle and/or move students, equipment and materials. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds independently.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate (verbally & written), synthesize, evaluate, use interpersonal skills, and compile data. Frequently required to coordinate and compute. Occasionally required to copy, instruct, and negotiate.

Application Instructions:

Belle Creek Charter School actively seeks applications from the most capable, professional candidates. Please use our online application when applying for this position.

On-line application found at: <https://brightoncharter.schoolrecruiter.net>

About Belle Creek Charter School:

Please visit our school website at www.bellecreekcs.org