



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Health Aide Assistant	<b>Location:</b>	Elementary School
<b>Reports To:</b>	Principal or Director	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	10 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

- High school diploma or equivalent

### Certificates and Licensure Requirements

- Current CNA, LNA, LPN, LVN license/certificate OR Emergency Medical Technician license/certificate OR Paramedic license
- Current CPR and First Aid certification
- IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

- The person who occupies this position must have the ability to organize and administer the health care program for that school.
- This person must be cognizant of health problems and concern of both students and staff.
- This person shall be required to periodically submit reports reviewing the current status of the health delivery systems for that school.
- The Health Aide should also periodically submit recommendations that are felt to be necessary to better serve the student and community's health needs.
- The Health Aide should also be cognizant of student problems that may be generated as a result of family health situations or social problems that may occur.
- This person will be expected to be familiar with emergency medical procedure, and it would be expected that the Health Aide would be willing to enroll in continuing education activities to remain current in techniques and procedures that pertain to school nursing. CPR/First Aid trainer and facilitate on-site training.
- The Health Aide must be discrete, loyal, efficient, and be able to maintain confidentiality.

### Qualifications

- Ability to operate various diagnostic equipment.
- Ability to relate well with children, staff and public.
- Ability to communicate effectively, orally and in writing.
- Basic clerical skills are recommended.
- Ability to work effectively without direct supervision.
- Personal qualities associated with good human and interpersonal relations.
- Good health, physical stamina, fitness, and vitality



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### Responsibilities and Requirements

- Provide emergency care for students and staff in case of illness or accident; notify principal in any and all emergencies.
- Conduct the activities of student health services at the facility assigned and act as a resource person for that facility.
- Review all health records of students in assigned facility.
- Administer medications to students in accordance with school board policy under the supervision of the school administrator and maintains accurate records of medication given.
- Establish appropriate screening tests and do referral and follow-up as necessary on students in assigned facility.
- Maintain current immunization records and provide recommended immunizations as prescribed by the State of Arizona in cooperation with the local County Health Department
- Contact and counsel parents and students when a student has a health problem.
- Make home visitations to those parents whose children have problems that might be health oriented.
- Participate in health education and safety programs where it is deemed appropriate.
- Participate in the Special Education placement process as prescribed by statute.
- Develop necessary information with regard to individual health problems and disseminate this information to those individuals' teachers and keep the administration advised of these health concerns.
- Review all student, faculty, and staff accident forms.
- Notify principal of any situation that might be considered child abuse or neglect.
- Act as liaison agent to local state, and national health agencies for assigned school.
- Perform other duties consistent with this position when assigned by the supervisor.

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.