



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Licensed School Nurse maintains a neat and orderly office, keeping health records up to date on students and staff. Administer medications and provide basic health service for students.

Job Title:

Nurse Assistant

Revised Date:

11-13-17

Job Description: Assist Licensed School Nurse with health related duties.

Basis Health Services: (Under the direction of the Licensed School Nurse)

- Administers medications (must be Parent approved or Doctor prescribed) and provides basic health services for students/staff, in accordance with policies and procedures.
- Document health services provided to students/staff (time, reason for visit, referrals sent and returned). Monthly report to Licensed School Nurse.
- Maintain a neat and orderly Health Office and student rest area.
- Maintain confidential health records for students/staff, updating medical concerns.
- Initiate health records on all new students, notifies Licensed School Nurse of any current health problems (hearing or vision, epilepsy, diabetes, heart problems, allergies, etc.)
- Update immunization records and file state report.
- Notifies Licensed School Nurse if immunizations are not up to date, so State Law requirements can be satisfied.
- Types reports and letters as instructed by Licensed School Nurse.
- Files reports and records notations on health records as directed.
- Notify Licensed School Nurse of any suspected contagious diseases (suspicious rashes, possible head lice, pink eye, impetigo, strep throat, etc.)
- Communicates with Licensed School Nurse regarding any Health Problems, as directed by Licensed School Nurse communicates to parents and staff regarding health concerns.
- Check AED on a monthly basis.
- Share absent slips with Licensed School Nurse for follow ups as necessary.
- Receive calls for Health Office and direct to Licensed School Nurse as needed.
- Other duties as assigned.

Assist with following screenings and presentations: Duties will be delegated by Licensed School Nurse

- Assist Licensed School Nurse in contacting and training volunteers for screenings.
- Schedule appointments for ECS
- Maintain records for ECS files
- Early Childhood (4 times a year or screenings as scheduled)
- Hearing and Vision
- Scoliosis (MS, St. James and Holy Trinity)
- Puberty presentation
- Assist with health portion of Special Education

Other duties: Duties will be delegated by Licensed School Nurse

- Order and maintain supplies for Health Office
- Update Health Office portion of website

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| Job Location: | All District Locations | Company Industry: | Public School |
| Job Role: | Health | Employment Status: | Part-time |
| Employment Type: | Employee | Manages Others: | No |
| Band-Grade-Sub Grade: State Job Match Points: | B-2-2 138 | | |

Qualifications:

- * Excellent Clerical Skills
- * Ability to multi-task
- * Strong organization Skills
- * Maintains Confidentiality
- * Able to work independently
- * Strong Computer Knowledge
- * Strong interpersonal and team skills
- * Medical Background Preferred
- * Understands delegation and boundaries of duties
- * Ability to adjust work schedule and location if necessary

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| Career Level: | Entry Level | Years of Experience: | [1-3 years] |
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| Degree: | High school or Equivalent, Advanced Red Cross First Aide Certification, CPR |
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Collective Bargaining Agreement – Paraprofessional Union

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| Approved By: Brad Sellner | Date Approved: 1-14-14 |
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