



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### Job Description

**Position Title:** Health Assistant

**Employee Group:** Classified

**Classification:** CL-L3

**FLSA:** Non exempt

**Supervisory Responsibilities:** None

**Reports to:** School Nurses, Principal, Director of Student Services

#### **Qualifications:**

1. High school diploma or equivalent
2. CPR / AED / First Aid Certification (will train)
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment.
4. Strong organizational, oral and written communication, and interpersonal skills
5. Proficient computer skills and ability to operate basic office equipment

Preferred experience:

Health related experience working with children

Current healthcare certification (CNA/MA) or other related experience

#### **Position Summary:**

Provides first aid and other delegated health services to students under the supervision of a registered nurse and manages the health office.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

- Provide basic first aid and emergency care for illness or injury and refer emergency situations to district nurse, administration, parents / guardians, appropriate emergency medical personnel and appropriate support personnel.
- Assist with vision and hearing health screenings.
- Monitor student health status during periods of short-term rest or recovery in the health room.
- Administer medications via any route under the delegation of the registered nurse.

- Perform delegated nursing tasks as needed including but not limited to g-tube feedings, diabetic care, emergency medication administration.
- Maintain student health records.
- Notify nurses and parents / guardians of medication related updates or changes such as orders, treatments, refills/pickups, expired medication, etc.
- Assist in general office duties (answering phones, taking messages, etc)
- Prepare medications and supplies /communicate with teachers regarding field trips during the school day.
- Maintain an efficient and safe health office as directed by the school nurse. Follow all district procedures, DPI requirements and federal and state laws as related to blood-borne pathogens and bodily fluids and completing injury reports.

### Other Functions

- Participate in meetings, professional development and trainings when applicable
- Follow district policies and promote a positive image of the District at all times.
- Maintain confidentiality regarding students, student records, staff and any other school-related issues.
- Perform other responsibilities as assigned by the nurse, principal or student services director

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge, Skills, Abilities**

Written and verbal communication in English. Ability to read and interpret documents such as safety rules, procedure manuals, and maintenance instruction. Ability to effectively present information and respond to questions from staff, students, and parents/guardians.

Ability to plan, gather and organize materials.

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Knowledge of and ability to administer first aid / CPR; handling of bodily fluids and waste materials; and following health standards.

Ability to maintain good relationships with others individually and as a team. Good human relations skills.

Ability to complete training (medication administration, diabetes, etc.) via DPI approved platforms annually, or as the need arises.

Ability to use job-related office equipment including computers utilizing a variety of software applications.

Ability to operate medical equipment such as digital thermometers, gastrostomy supplies, nebulizers, catheterization supplies, glucometers, ostomy appliances, insulin pens / syringes, scales, inhalers, AEDs, peak flow meters, auto injectors and diastatin rectal medication administration devices, blood pressures, etc. under the direction of a district nurse.

Ability to operate office equipment, including computers using a variety of software.

Adapt to changing work priorities with interruptions.

Ability to maintain emotional control under stress.

Ability to direct / lead others in the event of a medical emergency.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, crouching, twisting, turning, lifting, carrying, and reaching. Frequent grasping /squeezing and wrist flexion / extension. Ability to lift, move and transport a variety of work related materials, regularly lifting and moving up to 15 lb and rarely assisting with a partner lifting/carrying students in excess of 50 pounds. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision, color, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

This job is performed primarily indoors in a group office setting within a school environment. The noise level in the work environment is low to moderate, but can be disrupting at times. May experience constant interruptions and changes to normal routines. Exposure to biological hazards, bacteria, and communicable diseases. The district provides protective equipment and expects the employee to use the appropriate equipment for the conditions.

Adopted: October 2006

Revised: July 2012  
September 2023