

**TORRANCE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: HEALTH SERVICES ASSISTANT**

**BASIC FUNCTION:**

Under direct supervision, assist in the daily operation of the school health office; provide first aid and emergency health assistance to students; perform a variety of clerical work in updating and maintaining student health records, and do related work as required.

**REPRESENTATIVE DUTIES:**

Establishes and maintains confidential student health records. *E*

Maintains health office and facilities in a clean and orderly condition. *E*

Reviews and records current information on immunizations, physical, screening, medications, serious illnesses, and dental checkups; notifies District nurse and/or school administrator when immunizations are not in compliance with state laws; sets up and maintains first aid kits. *E*

Schedules physical checkups, immunizations, dental examinations, and other health problems. *E*

Maintains lists of students with special health problems and provides relevant information to school and instructional staff in order to provide appropriate assistance to students. *E*

Report child abuse to proper personnel and authorities according to District policy. *E*

Provides first aid services and emergency assistance to school children and others who are hurt or become ill at school, assist students with toileting, recording temperature readings; administer prescribed medications as directed by medical doctor's prescription. *E*

Contacts parents, paramedics, and professional medical personnel as required by the nature of the emergency. *E*

Treats minor cuts, bruises, splinters, and bites. *E*

May apply splints and slings and stop bleeding in more serious emergencies. *E*

Orders necessary supplies and assists other school personnel. *E*

May transport school children home.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child Abuse reporting requirements and procedures.

Basic record-keeping techniques.

Modern office procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Health problems of school children.

First aid procedures and practices and cardiopulmonary resuscitation (CPR) techniques.

Safe practices in classroom and playground activities.

**ABILITY TO:**

Compile and maintain accurate and complete student health records.

Perform a variety of clerical work.

Provide first aid and emergency assistance as needed.

Demonstrate a patient, understanding and receptive attitude toward children with an illness or injury.

Work confidentially with discretion.

Understand and follow oral and written directions.

Understand and apply rules, regulations, policies and procedures.  
Establish and maintain effective working relationships with others.  
Learn the procedures, functions and limitations of assigned duties.

**EDUCATION AND EXPERIENCE:**

Equivalent to: Graduation from high school and one year of experience in a health or hospital related position and clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of valid first aid qualification comparable to the Standard Red Cross First Aid Certificate. Possession of an appropriate operator's license issued by the California Department of Motor Vehicles. Hold valid CPR card or other valid procedure for resuscitation of an injured person.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; subject to driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a variety of specialized health care equipment, lifting, bending, pushing, and moving objects weighing up to 50 pounds, hearing and speaking to exchange information, sitting or standing for extended periods of time, and pushing or pulling.

**HAZARDS:**

Exposure to contact with blood and other body fluids.