

**RED BLUFF UNION HIGH SCHOOL DISTRICT  
JOB DESCRIPTION**

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**JOB TITLE: HEALTH ASSISTANT**

**DEPARTMENT: STUDENT SERVICES**

**REPORTS TO: ADMINISTRATIVE ASSISTANT-RBHS OFFICE MANAGER**

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**DEFINITION:**

Under general supervision of the Administrative Assistant-RBHS Office Manager, performs a variety of duties relating to student health care.

**EXAMPLES OF DUTIES:**

Essential duties and responsibilities include the following:

- Care for ill and injured students.
- Treat injuries using first aid and CPR techniques.
- Follows the guidelines of the California School Nurses Organization.
- Fills out and keeps records of accident reports and emergency health care plans.
- Keeps school nurse advised about students' major health or physical problems.
- Follows universal body fluids precautions as outlined by OSHA
- Under the Supervision of the School Nurse and school protocol, dispenses medication to students needing to take prescribed medications (following the forms and directions of doctors and parents).
- Check students for health issues and other communicable diseases as needed Contact parents and educate them regarding treatment of these conditions.
- Review and record students' immunization records on computer. Exclude the student if necessary if they do not have the required immunization information.
- Receives files and updates the emergency medical cards and electronic records.
- Schedules and coordinates conducting health screening, sports physicals, and tests such as hearing, vision and records all results on student's health records.
- Reports suspected child abuse to Child Protective Services.
- Orders and maintains health office supplies and equipment.
- May assist in providing social/emotional and behavioral outreach information to students and refer to the counselors as needed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**KNOWLEDGE OF:**

- Guidelines of the California School Nurses Organization
- CPR and First Aid.

- Modern office methods and equipment, including computer technology.
- English, grammar, spelling and punctuation.
- Automated record management and filing system.
- Procedures pertaining to student record management.

**ABILITY TO:**

- Establish and maintain effective relationships with parents, staff and students.
- Ability to quickly assess situations and work on a priority basis.
- Remain calm in emergencies.
- Ability to exercise good judgement and stability required in minor and major first aid incidents.
- Communicate effectively.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Light to moderate physical effort standing and/or walking for extended periods of time.
- Frequently lift and/or move up to 15 pounds, and may occasionally lift and/or move up to 60 pounds.
- Lifting and/or transferring of students.
- Mobility to stand, stoop, reach and bend.

**ENVIRONMENT:**

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.
- Exposure to urine, feces and vomit.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

**EXPERIENCE:**

- One year experience working with people with special needs.
- Experience administering first aid.
- One year experience in clerical and record keeping.
- Experience working with and on behalf of students.

**EDUCATION:**

- Equivalent to completion of high school.

**LICENSE REQUIREMENT:**

- First Aid certificate and CPR certificate