

## HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is non-professional work assisting school nursing staff in providing a variety of health services to public school students. Incumbents assist with routine health related screenings and maintain records of pupil health examination programs. The position differs from that of a School Nurse since there is no responsibility for classroom instruction, application of professional nursing skills, or counseling of students or parents. The duties are carried out under the supervision of School Nurse. Supervision of others is not a function of the position. A Health Aide does related work, as required.

### TYPICAL WORK ACTIVITIES:

- Administers emergency first aid when necessary;
- Maintains cumulative health files for students;
- Assists school physician and/or a nurse in physical, visual and auditory screening examinations of students and employees;
- Stores and inventories health office equipment;
- Telephones parents regarding health problems, absenteeism, accidents or related problems;
- May maintain attendance records, re-admit students, issue special passes and excuses and make related telephone calls to parents;
- May prepare hearing, eyesight and medical reports for transmission to parents;
- May take health history information from new students for the permanent school health record;
- Aids with immunization clinics by recording inoculations, preparing students and keeping order;
- Consults with School Nurse regarding unusual or difficult problems;
- May discuss health records with guidance counselors, physicians, insurance carriers, etc.;
- May administer basic gross health screening tests such as height, weight, visual acuity using color and eye charts, hearing tests using tone audiometer, head lice and notifies School Nurse of problem situations for follow-up;
- Follows established school procedures for care and reporting of injuries and illnesses;
- May distribute health materials and literature to students and prepares simple health displays and bulletin boards on a variety of health topics;
- Performs miscellaneous clerical work, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of routine health care techniques and their application in a school setting; working knowledge of office terminology and procedures; ability to acquire a working knowledge of first aid techniques and skill in their application; ability to make concise oral and written reports concerning health office activities and findings; ability to keep accurate records; ability to follow detailed oral and written instructions; ability to establish and maintain comfortable working relationship with students and others; ability to write legibly; clerical aptitude; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and completion of a Standard First Aid Course.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/19/12