



Job Title: Health Services Aide or Health Clinic Aide* **Exemption Status/Test:** Nonexempt

Reports to: BE/ESL Nurse Coordinator/BE/ESL Director **Date Revised:** 5/27/2015

Dept. /School: BE/ESL Department/BE/ESL Clinic

Primary Purpose:

Work under the immediate guidance and direction of the Nurse Coordinator a licensed registered nurse to maintain routine clinic records, provide minor first aid care, and conduct health screenings.

Qualifications:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Knowledge of basic first aid and cardio pulmonary resuscitation (CPR)

Assist with immunization compliance

Compiles accurate data for local and state report

Proficient keyboarding and file maintenance skills

Ability to use software to develop databases and do word processing

Ability to write routine reports and correspondence

Strong organizational, communication, and interpersonal skills

Shares appropriate health information with nurse

Experience:

Two years' experience in health-related position; experience working with school-age children

Major Responsibilities and Duties:

Health Services

1. Provide basic first aid and care for minor injuries and illness according to a detailed protocol established by the school nurse (RN) or medical advisor
2. Screen immunizations; assist with health fairs and special outreach event
3. Assist with screening programs, take vital signs (temperature, pulse, respiration rate, and blood pressure), and accurately document results as proscribed by district, state, and federal requirements. Communicate findings to supervising school health staff for direction.
4. Assist families complete CHIP, Medicaid, SNAP and TANIF applications. Comply with HHSC policies and certifications.
5. Assist with immunizations clinics, set up, screen and maintain records

Safety

6. Maintain an efficient and safe clinic including following infection control procedures as directed by the school nurse (RN). Use Universal Precautions Procedures when cleaning all body spills and providing wound care.

Clerical

7. Prepare, compile, maintain, and file all correspondence, reports, records, and other documents required, including accurate and confidential student health records
8. Maintain a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to school nurse (RN)
9. Maintain clinic supply inventory and request supplies as needed

Compliance

10. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations
11. Maintain confidentiality

Supervisory Responsibilities

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard medical clinic equipment; special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

Exposure: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**Adapted from Recommended School Health Staff Roles for unlicensed assistive personnel published by the Texas Department of Health School Health Advisory Committee, January 14, 2013. Certified Nurse Assist (CNA) and Certified Medical Assistant (CMA) are considered unlicensed assistive personnel.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.