

HEALTH AIDE JOB DESCRIPTION

Purpose: The Health Aide provides support and assistance with the efficient operation of nursing services of the school. To accomplish these tasks, the Health Aide, under direct supervision of the nursing staff provides support to school nurse, teachers, and administration of the Berlin School District.

Responsible To: School Nurse and Director, Berlin VNA

Payment Rate: According to Salary Schedule

Benefits: Per Bargaining Union

Qualifications:

1. High School Diploma or equivalent.
2. Knowledge of modern office practices, procedures, polices and objectives.
3. Possess good oral and written communication skills.

Essential Functions:

1. Provide support to assist with the efficient operation of all nursing responsibilities.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all health equipment as required.
6. Support the value of a healthy safe school environment.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasionally requires stooping, bending, and reaching.
4. Must work in noisy and crowded environments.
5. Must be able to climb stairs and use a small step ladder.
6. Complete work with many interruptions.

General Responsibilities:

First aid, illness care, documentation (SNAP), filing, calling parents, teachers as needed....
Checking on students in cafeteria for compliance with IHCP (Individual Health Care Plan), cover health room when school nurse attends meeting, making lists for vision, scoliosis. Basically, a little bit of everything under the direction of the school nurse.