

Position Title: Health Care Assistant

Code:

Department: Early Childhood & Special Education Services

Group: INSUP

Reports to: Program Supervisor

Date: July 2008

PURPOSE OF POSITION:

Health Care Assistants (HCA) are responsible for meeting the medical needs of students assigned to special education classes and programs.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Perform yearly height and weight assessment and visual and hearing screenings.
 2. Administer medications according to IU/District policy.
 3. Interpret student health information provided by physicians, medical facilities, social agencies and parents.
 4. Observe students on a regular basis to assess health problems.
 5. Administer first aid in accordance with established first aid procedures.
 6. Increase student and staff awareness on student health-related problems and issues such as bee stings, allergies, asthma, and diabetes.
 7. Maintain up-to-date cumulative health records and medication logs.
 8. Follow district policy regarding re-admission of student in connection with infections or contagious diseases.
 9. Act as a liaison to home, school and social agencies.
 10. Make referrals to parents to seek medical treatment on an individual basis
 11. Perform other activities as necessary.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required: High School diploma

Certification Required: Licensed LPN

Other Qualifications: Willingness to work as part of an educational team and to become familiar with the unique student needs and rights and regulations governing special education placement.

Willingness to provide a safe environment for the students we serve and the ability to adapt to unexpected, changing situations.

MISCELLANEOUS REQUIREMENTS:

Adheres to the established work schedule through regular and consistent attendance.

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 20%
Walk/stand: 80%
Driving to other locations: 0%

Lifting: Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)

Vision: Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Normal office environment