

WINOOSKI SCHOOL DISTRICT
Job Description: Health Office Assistant

Date Approved/Updated: April 4, 2018

Location: District

Job Group: Support Staff - Union

Reports To: The Health Assistant works under the delegation of, and reports to the Licensed School Nurses (LSN) or designee.

Summary of Position Responsibilities: Health Office Assistant will function as a member of the health care team and will assist nursing personnel in provision of care for students, and perform necessary clerical tasks and functions.

Essential Duties and Responsibilities:

1. Exhibits knowledge of job expectations and accepts delegation by LSN.
2. Performs health-related work to accomplish the objectives of the comprehensive school health program.
3. Maintain a safe and orderly environment.
4. Follows district guidelines regarding infection-control measures.
5. Monitors and replenishes inventory of supplies
6. Performs clerical duties as assigned.
7. Immunization data entry
8. Establish and maintain office filing system.
9. Demonstrated organizational skills
10. Demonstrate ability to maintain confidentiality in relation to staff and students.
11. Maintain a professional and positive office atmosphere.
12. Other duties as assigned by LSN or designee

Supervisory Responsibilities include: None.

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school graduate or equivalent is required.

Certificates, Licenses, Registrations: CPR, First Aid, AED required, prior healthcare experience/training such as EMT or other medical background preferred (such as medication administration license).

Language Skills: Proficient English.

Mathematical Skills:

Reasoning Ability: Good oral and written communication skills. Ability to react quickly, calmly and decisively in a crisis.

Other Skills and Abilities: Interest in working with children/adolescents. Computer experience with word processing, data entry, and databases preferred.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Physical Demands:

The physical demands are typical 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 functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- Standing Walking Sitting Lifting Carrying Pushing
 Pulling Climbing Balancing Stooping Kneeling Crawling
 Crouching Reaching Handling Fingering Feeling Talking
 Hearing Far Vision Near Vision Color Vision Depth Perception Repetitive Motion
 Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

| <i>Sedentary Work</i> | <i>Light Work</i> | <i>Medium Work</i> XX | <i>Heavy Work</i> | <i>Very Heavy Work</i> |
|--|---|--|--|--|
| Lifts up to 30 lbs Walks/stands occasionally | Frequently lifts up to 10 lbs. Frequently walks/stands. | Frequently lift/carry up to 25 lbs. | Frequently lift/carry up to 50 lbs. | Frequently lift/carry up to 50 lbs or more. |

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- Exposure to weather Extreme heat Extreme cold Noise Dust, vapors, fumes
 Time constraints Public contact Deadlines Travel Inside work

Terms of Employment: Salary or hourly wage and work year to be established by board or designee.

Compensation: Per Negotiated Agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Negotiated Agreement.

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