

**JOB TITLE: SCHOOL HEALTH ASSISTANT**

**REPORTS TO:** Supervisor, School Health Services

**POSITION PURPOSE:**

The School Health Assistant provides health care services to students and school communities served by the Multnomah Education Service District.

**NATURE & SCOPE:**

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries no administrative authority or responsibility.

**ESSENTIAL QUALITIES:**

1. Develop trust among co-workers through honesty and fairness.
2. Communicate in an inclusive and collaborative manner.
3. Support the mission, vision and values of MESD.
4. Be respectful, caring and courageous.
5. Be a team player.
6. Be involved in, and supportive of continuous overall improvement of MESD.
7. An ongoing commitment to employee wellness.

**ESSENTIAL JOB FUNCTIONS:**

- Administers and documents student medications following established SHS procedures.
- Performs first aid and delegated health care tasks for students with acute and chronic health conditions.
- Assists school and MESD with immunization management.
- Provides emergency care, including Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) as necessary.
- Completes daily electronic health record documentation following established SHS procedures that is accurate and confidential
- Communicates necessary information to appropriate school nurse, SHS staff, school personnel, and parents/guardians while maintaining confidentiality.
- Utilizes personal safety techniques to avoid exposure and injury to self, students, and other staff.
- Consistently communicate in a professional manner
- Demonstrated ability to manage multiple and/or repetitive tasks.
- Ability to work without direct supervision.
- Ability to work with accuracy and attention to detail.

**OTHER JOB FUNCTIONS:**

- Attends department and other staff meetings.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to successfully complete training for: Medication Administration (ORS 339.867-870); Training for Emergency Glucagon Providers (ORS 433.800- 830); and Treatment of Severe Allergic Reaction (ORS 433.800-830). ORS 433.800 - requires individual trained to respond to a severe allergic reaction, and to administer emergency glucagon
  - Be at least 21 years of age.
  - Ability to follow verbal and written instructions and demonstrate competency.
  - Valid driver's license and vehicle available for use on the job.
  - Computer skills
  - Maintains satisfactory attendance

**EDUCATION AND EXPERIENCE:**

- High school diploma, or G.E.D
- Experience working in a health or medical field
- Recent experience (within last 5 years) working with groups of children in a professional or volunteer capacity, or
- Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
- Must demonstrate good penmanship and accurate spelling.
- Bilingual, bicultural preferred.
- Current CPR/AED certification that meets AHA Red Cross Standards and states that the individual has successfully completed a skill/return demonstration.

**WORKING CONDITIONS:**

Work is performed primarily on a school campus, including indoors within an office, or occasionally outdoors for urgent care needs. Involves sitting, walking and occasional lifting, pushing, pulling up to 40 pounds. May work with high stress student, family, or personnel situations.