

**Job Title:** Health & Safety Assistant  
**Department:** Student Services  
**Reports To:** Director of Student Services  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 04



## **SUMMARY**

Under general supervision, primarily renders basic first aid to students and performs health-related records/data file management duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Renders basic first aid to students and maintains accompanying records.

Contacts parent(s)/guardian(s) and medical personnel (ambulance and hospital) in emergencies and maintains accompanying records as directed.

Coordinates vision, scoliosis, hearing screening; records screening information.

Reviews student's health cards and consults with a school nurse about health concerns.

Responsible for the confidentiality of medical information.

Tracks and reports bloodborne pathogen and injury incidents as directed.

Assists with the administration of medication to students according to WCSD procedures.

Updates and maintains health records and immunization records.

Maintains inventory of first aid and emergency supplies.

Maintains health office in a clean and orderly manner.

Prepares and maintains health-related letters, reports, and information on forms as directed.

Disburses health care plans and information to teachers and staff as directed by school nurse.

Assists schools with hazards assessment and analysis.

Serves as health and safety designee.

Performs specialized procedures.

May administer first aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.

Trains staff in CPR/First Aid/AED.

May attend PTA or Community Council meetings to report or problem solve health and safety issues and concerns.

Helps school prevent, prepare, respond and recover from emergencies.

Conforms to safety standards as prescribed.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledge of basic first aid, CPR/AED, and Universal Precautions. Ability to maintain security of confidential information.

Ability to attend and successfully complete annual medication assistance training and tests.

Ability to participate and complete initial and ongoing Health Aid awareness training and staff development.

Ability to interpret health and safety standards. Ability to learn, explain, and apply procedures, laws, rules, and regulations relating to health activities.

Ability to identify and prioritize health-related incidents. Ability to determine when to act independently and when to refer medical situations to an administrator.

Ability to use computers and office software applications and learn to use software related to the health office.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position.

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

High school graduation or other equivalent, (i.e., GED, college, technical or trade school, foreign equivalency, etc.). Experience working with children.

Medical experience or college/vocational courses or medical training is preferred. Clerical experience (records/files/data management, keyboarding, and/or typing) is also preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization.

Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certification from the American Heart Association, American Red Cross, or other similar organization.

Certifications must be maintained for the duration of the assignment. Certification training must include a hands-on component.

**PHYSICAL DEMANDS** *The physical demands described here are representative 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.*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, reach with hands and arms, and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids. These employees are eligible to receive the Hepatitis A and B vaccines from the Southwest Utah Public Health Department, at no cost.

Prepared By: <b>Director of Student Services</b>		Date: <b>10/22/2013</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>11/6/2013</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Assistant Director</b>	Date: <b>10/20/2017</b>
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	