

HEALTH SERVICE ASSISTANT

REPORTS TO: Superintendent

JOB GOALS:

The primary goal of the Health Services Assistant is to assist with the process of working with a student/employee who has been diagnosed with an infectious disease to identify and provide support to people (contacts) who may have been infected through close contact with the student/employee. This process is a core disease control measure that has been employed by health department personnel for decades and is a key strategy for preventing the spread of COVID-19. The Health Assistant works with parents, students, and school medical personnel for the control and prevention of disease and for the development of optimum health of each student.

CRITICAL SKILLS/EXPERTISE REQUIRED:

KNOWLEDGE OF:

- First aid, CPR and nursing practices and procedures.
- Various health-screening practices, procedures and techniques.
- Oral and written communication skills.
- Record-keeping techniques.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Contagious diseases.

ESSENTIAL JOB FUNCTIONS:

ABILITY TO:

- Administer first aid according to established procedures.
- Conduct variety of health screenings.
- Prepare and maintain accurate student medical records.
- Make referrals and perform follow-up.
- Maintain medical equipment in proper working condition.
- Understand and follow written prescriptions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.

PERFORMANCE AND RESPONSIBILITIES:

- Assists in the control of communicable diseases according to procedures.
- Initiate prompt communication with people exposed to COVID-19 (contacts) through text, phone calls, email, and other communication platforms as necessary. Every effort should be made to communicate with the contact telephone or video conference instead of in-person. For in-person interviews, guidance on recommended infection prevention and control practices at a home or non-home residential setting can be found on CDC's Interim Infection Control Guidance for Public Health Personnel.
- Employ dynamic communication and interpersonal skills, cultural competency/sensitivity, tactful language, and empathetic interviewing skills to build rapport and maintain trust with patients of varied backgrounds.
- Verify the contact's identity during initial communications and prior to disclosing confidential information. Assure confidentiality and carry out efforts to locate and communicate with clients in a manner that preserves the confidentiality and privacy of all involved.
- Notify the contact of their exposure to COVID-19, following a script or guidance to provide COVID-19 health education. Conduct notification of exposure in a manner that maintains the confidentiality of the patient (or person who was diagnosed with COVID-19) and ensures that the identity of the patient is NOT disclosed.

- Keeps accurate records and communicates any exposures and positive cases in a building to Building Principals, District Health Coordinator, Superintendent and Personnel Program Manager.
- Exhibits knowledge of job limitations and accepts supervision.
- Performs all other health-related work delegated or required to accomplish the objectives of the total school health program.
- Provides a variety of health screenings.
- Maintain medical equipment in proper working condition.
- Channels requests for health-related information and nursing services to the District Health Coordinator and Superintendent.
- Participate in requisite trainings, regular program meetings and quality monitoring improvement activities in order to ensure and enhance the quality of contact notification activities and program outcomes.
- Maintain patient confidentiality and ensure that all information is collected in concordance with local data privacy and confidentiality standards.
- Utilize a computer, tablet, and/or cell phone with appropriate access to required applications, databases, and/or web-based platforms, daily. Document pertinent information in COVID-19 contact tracing forms, and conduct data entry into school documentation systems while adhering to protocols for completeness, timeliness, and frequency.
- Maintain current knowledge of medical advances and information, public health issues and treatment procedures.
- Maintains professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with the needs of exceptional students and in accordance with District guidelines.
- Other duties as assigned by District Health Coordinator or Superintendent.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights up to one-third of body weight, not to exceed 50 pounds

QUALIFICATIONS:

- Licensed Practical Nurse
- Excellent phone communication skills required
- Ability to work evenings and take weekend calls in the event students need to be contacted outside of school hours
- Computer experience with word processing, data entry, and databases preferred
- A minimum of 3 years of experience working in health care or contact tracing, preferred

TERMS OF EMPLOYMENT:

1. Work year is comprised of 187 days.
2. Salary commensurate with adopted classified personnel salary schedule.
3. Sick leave, emergency leave, and personal leave as stated in Board policy. Utilize excused sick leave in compliance with the provisions of KRS 161.155.

EVALUATION:

Performance of this position will be evaluated in accordance with Board Policy on Evaluation of School Nurse as Classified Personnel. Evaluation will be conducted by the Superintendent.

I have read and understand the terms set forth in this job description.

Signature

Date