

Health Associate

Dept/Div: Special Education/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate human support work providing routine health services to students, intervening during emergencies, supporting care services, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Director/Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Dispenses medications; prepares and administers various medical procedures; monitors day to day health of students.

Implements emergency health care plans for students receiving special education services; monitors students after implementation.

Provides instructional support and personal care services to students; assists with daily living activities; assists the teacher with the maintenance of the classroom environment; assists with implementing individualized education plan.

Assists in the care and management of student problems related to health issues; identifies behaviors and difficulties of each student; reports issues to the Licensed School Nurse and family.

Assists with the creation and maintenance of various health related records, files and billing.

Assists with base line testing of student health metrics.

Assists with maintaining office and medical equipment functionality and inventory.

Assists with monitoring students for adverse reactions to treatment.

Assists with the implementation and review of individualized health plans.

Knowledge, Skills and Abilities

General knowledge of the procedures, practices and equipment in a medical office; general knowledge of first aid and CPR; general skill using standard tools of the trade; general skill using standard computer equipment; general skill creating and establishing medical records and records of service; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to administer medications; ability to learn instructional materials readily and to adhere to prescribed routines; ability to perform routine clerical and record keeping tasks; ability to understand and follow oral and written instructions; ability to maintain accurate medical records and files; ability to establish and maintain effective working relationships with district staff, itinerants, guardians, medical professionals and the general public.

Education and Experience

Associates/Technical degree in practical nursing, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others

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accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR/First Aid certification.

Completion of the Minnesota State Board examination for Licensed Practical Nurse or Registered Nurse.

Last Revised: 9/27/2011