



## JOB DESCRIPTION

<b>Job Title</b>	Health Care Assistant
<b>Department</b>	Division of Teaching & Learning
<b>Reports To</b>	Building Principal
<b>Classification</b>	Classified
<b>Location</b>	PreK-12 Schools
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Health Care Assistant provides health, physical, and instructional services to students, especially those with disabilities, and health conditions, as directed by the building principal. Health services are provided, as identified in students' Individual Health Plan (IHP), and as directed by the principal in consultation with the students' licensed prescriber, school nurse, and other professional staff. Instructional services may be provided under the coordination/supervision of professional staff members such as teachers, therapists, speech clinicians, etc. This position may also involve assisting in teaching and teaching related activities.

## Essential Job Functions

- Attends to healthcare/physical needs of students including; feeding, toileting and diapering, dealing with seizures, and handling of medical equipment.
- Performs any physical/healthcare procedures as required, which may include any of the following:
  - Catheterization
  - Tube feeding
  - Credeing (physically emptying the bladder for the student by applying pressure in the proper area)
  - Urostomy/Colostomy (changing bag from incision on side of body)
  - Trachea tube site care
  - Adult hygiene especially for female care during menstruation
  - Rectal Valium
  - Injections
  - Any others which may be required or are specified in an Individual Health Plan
- Interviews students, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height to detect deviations from normal and observe condition of student, and records information on student's chart.

- Cleans healthcare equipment.
- Inventories and orders healthcare procedures in accordance with approved techniques.
- Performs routine healthcare procedures in accordance with approved techniques.
- Administers prescribed medications and treatments in accordance with approved techniques and written instructions from the physician/licensed prescriber. The School Nurse provides training and consultation for medication administration (routes may include oral, rectal, subcutaneous injection, IM injections, inhalation by inhaler or nebulizer/updraft treatment, intranasal medication).
- Observes student, records conditions and reactions, and notifies supervisor, parent/guardian, or physician/licensed prescriber, as appropriate, of student's condition and reaction to drugs, treatments, and significant incidents or deviations from normal and observes condition of student.
- Seeks consultation from Principal/designee, parent/guardian, physician/licensed prescriber, and/or School Nurse, as appropriate, as questions arise regarding a student's care.
- Maintains confidentiality regarding health, medical and student's category of disability.
- Carries out small group and tutorial instruction.
- Supervises students in a small group setting; administers classroom rules.
- Performs basic clerical duties such as operating of work processing program, record keeping, typing, etc.
- Assists in preparation of materials needed for classrooms, including duplication, lamination, etc.
- Performs general classroom duties as assigned in a special education classroom.
- Helps students learn how to become independent with their own healthcare/physical procedures (injections, etc.).

#### **Ancillary Job Functions**

- May key data into computer to maintain school and student records.
- Attends staff meetings and trainings when requested.
- Supervises students in school and in other situations before/after school, noon hour, and playground.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Possession of or eligibility for a Wisconsin Department of Public Instruction Certificate as a Special Education Aide.
- Successful completion of nursing assistant training program and eligibility for inclusion on the state Nursing Assistant Registry or equivalent training in nursing.
- Certification as a nursing assistant.
- Current CPR certification, or must be obtained within the first three months of employment.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- N/A.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to manage and relate to children with behavioral, learning, physical, emotional, and medical problems.
- Familiarity with medical terminology and health care.
- Ability to respond to medical emergencies and extreme behaviors of children.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to work a flexible schedule.
- Ability to seek and utilize supervision.
- Ability to maintain accurate and complete records.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.
- May be exposed to potentially hazardous bodily fluids.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Must be able to talk/listen, grasp, push, reach, stoop/kneel, and climb/balance.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- Occasionally may be required to lift up to 30 pounds.