



# ST. NORBERT CATHOLIC SCHOOL

*Truth* ✦ *Family* ✦ *Service* ✦ *Peace*

## **JOB DESCRIPTION- Health Room Assistant**

St. Norbert Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, California. We are seeking a talented, creative, and hard-working individual interested in becoming part of a team that is passionate about working together to develop students spiritually and academically, as we strive for excellence together. *St. Norbert Catholic School seeks qualified applicants for the following position:*

**Position Title:** Health Room Assistant

### **Hours:**

The Health Room Assistant's schedule will be determined by the principal. Generally, the schedule will be Monday-Friday, 10:00a.m.-2:00p.m.

**Job Summary:** The primary goal of the Health Room Assistant is to care for student health conditions, injuries and/or illnesses in an expedient and safe manner. The Health Room Assistant works with parents, students, and school personnel for the control and prevention of disease and for the development of optimum health of each student.

### **Education and Experience:**

- High school graduate or equivalent is required
- Current CPR certification is required
- Red Cross First Aid required or prior healthcare experience/training such as EMT or other medical background as deemed appropriate by the School Administration
- Interest in working with children/adolescents
- Good oral and written communication skills
- Ability to react quickly, calmly, and decisively in a crisis
- Computer experience with word processing, data entry, and databases preferred

**Reports to:** The Health Assistant works under the supervision of the principal and reports to the principal in matters of school administration.

**Major Tasks and Responsibilities:**

1. Provide appropriate emergency care of illness or injury to students and staff in accordance with school policy and procedure.
2. Assist in the control of communicable diseases according to procedures.
3. Administer oral, inhaled, and topical medications to students.
4. Injected medications may be given only in an emergency.
  - a. On receiving new medication with prescriber's written order and parent's permission, notifies school secretary and principal.
  - b. Consults with parents regarding dosage, schedule for administration, side effects, expected effects, and other pertinent data regarding medication.
  - c. Keep accurate records of medications brought to the Health Office and records each administration of medication on the individual Student Medication Record.
5. Maintain confidentiality of information learned regarding students and their families.
6. Notify Principal of serious incidents, significant health problems, referrals, and possible child abuse.
7. Exhibit knowledge of job limitations and accept supervision.
8. Perform all other health-related work delegated or required to accomplish the objectives of the total school health program.
9. In case of an emergency while the HRA is on site, conduct the "School Hospital Center" emergency site as part of our Disaster Plan.

**Communication/Documentation:**

1. Complete documentation on each student seen in the Health Office including their chief complaint, treatment, and outcome for each student in Sycamore Student Information System.
2. Assist principal and office staff in preparing and maintaining a cumulative health record for each student.
3. Document and follow-up on student health requirements (i.e., vaccines, etc.) and communicate with secretary and principal.
4. Document results of screening and designated health information.
5. Collect and maintain student emergency information in Sycamore Student Information System.
6. Complete student/staff accident reports and route them to principal and secretary
7. Work with students with Special Health Needs:
  - a. Help maintain a current confidential list of students with health conditions.
  - b. Communicate to the principal any need for follow-up of student health problems.
  - c. Assist in adaptations to allow the student to function in the school setting as delegated by the LSN.

**Health Office Maintenance:**

1. Assume responsibility for maintaining a neat and orderly environment.

2. Follow school policy regarding the cleaning of cots and equipment.
3. Follows school policy regarding infection-control measures.
4. Monitor inventory of supplies and notify secretary of needed supplies.

**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 required to have contact with children who are ill. The employee must be capable of performing first aid and CPR. The employee is regularly required to talk or hear and taste or smell. The employee is frequently required to sit; walk; run; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 10 pounds. The employee is occasionally required to lift up to 50 pounds and to perform a 2-person lift over 50 pounds.

**Interested parties may contact Mr. Joe Ciccoianni, Principal via email:**

[jjciccoianni@saintnorbertschool.org](mailto:jjciccoianni@saintnorbertschool.org).

**St. Norbert Catholic School**

300 E. Taft Ave.

Orange, CA 92865

714-637-6822

[saintnorbertschool.org](http://saintnorbertschool.org)