SPECIALIZED HEALTH AIDE

Class Code: 0095
Job Family: ParaProfessionals/Aides/Assistants
Classification: Support Staff
Terms of Employment: Pay Grade 46 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general nursing supervision, renders specialized health care to physically, emotionally, and mentally, disabled students and performs health-related and general clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Renders basic first aid to ill and/or injured students and maintains accompanying records.
2. Contacts parents, paramedics, ambulance, and hospital in emergencies and maintains accompanying records.
3. Assists school nurse with all health related problems and acts, in the absence of the school nurse, in all emergency situations.
4. Assists in coordinating medication and consent forms from parents/guardians.
5. Administers and documents student medications.
6. Maintains medications securely and in accordance with Clark County School District procedures.
7. Assists school nurse in the following areas: performing and documenting specialized health procedures under the direction of the school nurse; monitoring students during and after seizures; providing custodial care for students with neurogenic bladder and bowel control problems; monitoring ventricular shunt function; monitoring pain and illness of students unable to move or communicate; and assisting school nurse in obtaining hearing and vision results using different techniques depending on handicapping condition.
8. Attends student-related conferences as directed.
9. Answers phone and responds to routine and emergency requests.
10. Administers first aid and/or Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) as necessary.
11. Maintains/monitors AED unit as directed by school nurse.
12. Participates in AED drills as a responder and member of the school AED team (at least once per school year).
13. Completes AED drill reports quarterly per District protocol.
14. Updates and maintains health and immunization records and performs other clerical tasks as assigned.
15. Orders first aid supplies.
16. Conforms to safety standards as prescribed.
17. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves assisting school nurse in working with mentally, physically, emotionally, and mentally disabled students.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
2. Ability to learn techniques and practices in administering medication to disabled students.
3. Ability to work with disabled students under trying conditions.
4. Ability to handle emergency situations without supervision and make sound health care decisions.
5. Ability to work with parents of disabled students using tact, patience, and diplomacy.
6. Ability to determine when to act independently and when to refer medical situations to a school nurse and site administrator.
7. Ability to identify and prioritize health-related incidents.
8. Ability to learn laws, rules, and regulations related to health activities.
9. Ability to maintain security of confidential information.
10. Ability to work cooperatively with employees, students, parents/guardians, and other District personnel.
11. Ability to recognize and report hazards and apply safe work methods.
12. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school, foreign equivalency, etc.).
2. One (1) year of Specialized Programs Teacher Assistant or First Aid/Safety Assistant paraprofessional experience related to students with handicapping conditions.

Licenses and Certificates:
1. Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.
2. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate approved by the American Heart Association. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
4. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications:
1. Certified as an Emergency Medical Technician.
2. Clerical experience.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Current First Aid Certificate as indicated above.
3. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above.
4. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Copy of current driving history issued by the Department of Motor Vehicles.
6. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District schools (health offices, playgrounds, cafeterias, classrooms, locker rooms), etc.

WORK ENVIRONMENT:
Strength: Medium/Heavy - Exert force to 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person, via video conference and computers, or over the
telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions: Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery, (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Thermometers, splints, first aid supplies, catheters and other drainage tubes, blood glucose monitoring supplies, blood pressure cuff/stethoscope, Insta-lines, (vision screening), audiometers (hearing screening), computers, telephones, copy machines, etc.

An Affirmative Action/Equal Opportunity Employer
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.