



## Job Description

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**POSITION TITLE:** Health Care Assistant # 2238  
**SALARY PLACEMENT:** CSEA 1 Salary Schedule

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Equivalent of the completion of the twelfth grade. Possession of a current C.P.R. certificate and a valid California Driver's License. Willingness to travel to various school sites within San Joaquin County. A minimum of one (1) year experience in working with special needs children.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Knowledge of and ability to assist in determining the extent of illness or injury of a child and the disposition of the ill or injured child. Experience in an educational setting. Experience working with children with various disabilities.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of health and safety issues that apply to special needs children. Flexibility is required to work with others under a wide variety of circumstances. Ability to use various job-related equipment. Ability to work with data of different types and/or purposes.

**SUMMARY OF POSITION:**

Under direction of management personnel, the Health Assistant will assist in the care of children with physical and mental impairments by performing specialized health care procedures and other health-related duties as assigned.

**ESSENTIAL FUNCTIONS:**

1. Administers first aid, medications and specialized treatment under the direct and indirect supervision of a credentialed school nurse and/or Public Health Nurse (e.g., G-tube feedings, catheterizations, ostomy care, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
2. Compiles data for reports as requested by the school nurse, for the purpose of preparing required documentation.
3. Prepares documentation (e.g., immunization certificates, medical emergency cards, accident reports, inventory of supplies, etc.) for the purpose of providing information and/or direction as may be requested.
4. Responds to inquiries of staff and/or parents for the purpose of providing information and/or direction as requested.
5. Assists in a variety of care and health-related instructional services.
6. Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Possesses manual dexterity needed to dial a telephone, to enter data into a computer, and perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and /or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, SJCOE staff, district office staff, and the public.

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