

DISTRICT SCHOOL BOARD OF PASCO COUNTY

School Related Personnel

JOB DESCRIPTION

Early Childhood Programs Health Assistant

Department: Early Childhood Programs	Job Code: TBD
FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Salary Schedule: SRP 10B
Reports To: Early Childhood Programs Administrators and Registered Nurse	Work Days: 216 days
Board Approved Date: July 23, 2013	Work Hours: 7 hrs/day

JOB GOAL: Under direct supervision of the Early Childhood Programs Registered Nurse, responsible for providing first aid, health services support, and case management support for assigned students. The Early Childhood Programs Registered Nurse and/or administrator are responsible for communication and direction regarding the level of care that is provided to students.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provide first aid, health services support, and case management support for students based on training received from the Early Childhood Programs Registered Nurse
2. Coordinate and complete program required health screenings
3. Make referrals to Early Childhood Programs social services team (Registered Nurse, Social Workers, School Psychologists), Early Childhood Programs administrators, and other community agencies as appropriate
4. Perform clerical duties regarding health services including organizing, filing, and maintaining health information in a confidential manner; maintaining documentation of health services provided; and completing health and safety checklists at designated schools as needed
5. Assist the Early Childhood Programs Registered Nurse and other designated staff with children's health record review and follow up, including, but not limited to, immunizations, physical exams, and screenings (e.g., hemoglobin, lead, dental), and provide reports at predetermined intervals
6. Communicate effectively with students, parents, staff, and community agencies while maintaining confidentiality
7. Provide recommendations regarding the needs of children and family members to receive health care including, but not limited to, coordinating doctor visits, dental visits, and other identified community needs
8. Appraise the health status of children as needed
9. Perform other duties as assigned

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work with infants, toddlers, preschoolers, and their families
- Ability to perform basic clerical skills, including data entry, filing, recordkeeping, and report preparation
- Exhibit effective mathematical computation skills.
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases.
- Ability to communicate effectively, orally and in writing, with staff and with families regarding home visits, screening procedures, referrals, health/dental follow up, resources, and family needs
- Ability to travel to a variety of locations and work a fluctuating schedule to meet program requirements
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

EDUCATION, TRAINING & EXPERIENCE:

- High school diploma or equivalent
- Must be at least 18 years of age

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Certified Nursing Assistant (CNA) certification issued by the Florida Department of Health, Division of Medical Quality Assurance
- Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) certifications
- Valid Florida driver license. Must provide own transportation.

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PREFERRED QUALIFICATIONS:

- Licensed Practical Nurse (LPN), licensed by Florida Department of Health, Division of Medical Quality Assurance
- Child Development Associate (CDA) Credential or Child Development Associate Equivalent (CDAE) Credential
- Bilingual
- **Current and former parents or guardians of children served by the Early Head Start/Head Start program must receive preference for employment in vacancies for which they apply**

SUPERVISORY RESPONSIBILITY: none

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

“X”

Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
X Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
F	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
O	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
R	Bending	Lowering the body forward from the waist.
R	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
R	Kneeling	Bending legs at knee to come to a rest on knee or knees.
R	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
R	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
O	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 20 pounds of force
F	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 10 pounds of force.
R	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to 50 pounds of force.

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R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
R	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

'X'

	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
X	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
	Respirator	The worker is required to wear a respirator.
	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
X	Other	The worker is required to work in families' homes as needed, which could subject them to lack of air conditioning and other family environmental conditions, which may effect existing health conditions.

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc. Health screening equipment, including but not limited to, OAE hearing device, SPOT vision device, and scales. Automobile.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.