



Job Description – Nurse Assistant

Department: Medical Support

Job Status Full time

FLSA Status: Non-Exempt

Reports To: Principal/District Nurse

Pay Grade: 1

Work Days: 187

POSITION SUMMARY

The Certified Nurse Assistant works under general supervision of Campus Principal and District Nurse while assisting in providing safety and care of students while on school grounds on the classroom.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to work well with children to include those with disabilities
- Ability to follow verbal and written instructions
- Ability to communicate effectively

REASONABLE ACCOMMODATION STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

ESSENTIAL FUNCTIONS

- Provides care to injured/ill students while on school grounds or in the classroom
- Perform State mandated health screenings of students to include vision, hearing, spinal and Acanthuses Nigricans
- Complete all necessary documentation in case of student's injury/illness
- Provides continuation of care with written permission of parents, administer prescribed medication
- Monitors functions and condition, readiness of campus emergency equipment, such as First Aid Kits, AED, Spill Kits

- Maintain medical supply/equipment inventory
- Complete daily incident log
- Prepare communications/alerts to parents, staff and children on prevention and coping with infectious diseases
- Assist in coordinating community resources for students, parents and staff such as Whitley Mobile Dental Unit, or Christus Santa Rosa vaccination van to campus
- Maintains students immunization records
- Report to work in a timely manner according to assigned schedule
- Attend meetings, programs, and in service training as required
- Perform other related duties as assigned by the school management

POSITION QUALIFICATIONS:

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

Education:

- High School Graduate or General Education Degree (GED)
- Certificate of completion from an accredited curriculum for Certified Nurse Assistant (CNA), Medical Assistant (certified or registered MA), or Medical Office Assistant(MOA).
- Current license in good standing as CNA, MA or MOA.
- Current CPR/First aid certification is preferred but not mandatory.
- Current Certifications as vision, hearing and spinal screener is preferred but not mandatory.

Experience:

- 1-year experience in a clinic, school or nursing care facility necessary.
- Previous experience in a pediatric clinic or as a school Nurse assistant preferred but not mandatory.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

WORK ENVIRONMENT

Controlled temperature office environment.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.