

JOB DESCRIPTION
Nogales Unified School District #1

MEDICAL ASSISTANT

Purpose Statement:

The job of MEDICAL ASSISTANT is done for the purpose/s of providing clerical support in addressing the health needs of students; and providing appropriate care and/or referral for ill, medically fragile and/or injured students as may be required.

This job reports to LEAD NURSE

Essential Functions

- Administers and documents first aid and medications given to students according to physician's or nurse's instructions, with parental written consent, as per NUSD policy for the purpose of meeting immediate health care needs.
- Administers mandated screenings (e.g. hearing, vision, height, weight, blood pressure, vitals, dental screen color screen, scoliosos etc.) for the purpose of assisting nurse and meeting requirements.
- Assists nurse, students, and other school personnel (e.g. refers failed screens to R.N. for further assessment) for the purpose of providing specialized treatments, monitoring medical treatments and/or testing at school site.
- Maintains medical emergency cards (database and file) and health records (e.g. mandated screening, etc.) for the purpose of providing information required by legal and professional standards.
- Participates in students I.E.P. under the supervision of RN for the purpose of of providing information regarding health related concerns (medication, glasses, hearing aides, etc.) .
- Performs record keeping and clerical functions (updating Health Services, District and State database program) (e.g. scheduling, copying, faxing, data entry etc.) for the purpose of supporting health services staff.
- Refers students requiring further medical attention to RN for the purpose of providing needed medical/dental treatment, counseling, further assessment.

Other Functions

- Assists other personnel upon approval of Principal?RN (e.g. Administrators, Volunteers, CPS, Police, SRO, Counselors, Physicians, and Emergency Personnel) for the purpose of supporting them in the completion of their work activities.
- Cleans work areas (utilizing universal precaution procedures) (e.g. sinks, counters, laundry, etc.) for the purpose of maintaining a sanitary environment.
- Distributes information on medical treatments under supervision of RN (e.g. lice, ringworm, drug prevention, personal hygiene, etc.) for the purpose of instructing teachers, students and/or parents on a variety of health subjects.
- Performs home visits under supervision of Principal/RN (e.g. absent students, lack of home information, etc.) for the purpose of follow-up on health concerns.
- Reports students with contagious diseases to RN for reporting to the local public health authorities for the purpose of minimizing infection and complying with the law.
- Supervises students for the purpose of monitoring students referred for illness to health office.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering first aid, applying assessment instruments.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette, bilingual (english/spanish) helpful, health standards and hazards, office methods and procedures, pertinent codes, policies, regulations and/or laws, working knowledge of school system

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality, working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

Audio Testing Certification, CPR/First Aid Certificate, Certified Nurse Assistant (C.N.A.)

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance, Clean Motor Vehicle Record

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 5

Job description available upon request