Health Assistant

**Purpose Statement:**
The Health Assistant assists the school nurse in the promotion of effective health services by the performance of nonprofessional duties designed to meet the health needs of students.

**Application Due:** September 19, 2017  
**Work Days:** 2017-18 School Calendar  
**Salary Range:** $14.65 - $18.16  
**Hours per day:** 8

**Application Procedure:**
This is a Nurse Assistant position that is currently open to in-district staff only. This position is 8 hours per day Monday through Friday. Please submit your interest in writing to LeAnne Olson at the Omak School District Superintendent’s Office by 4:00 p.m. on Tuesday, September 19, 2017.

**Selection Procedure:**
A successful applicant will have graduated from high school. Preference will be given to those who have a minimum of two year of higher education or more, have bilingual language abilities, hold a current First Aid certificate, and are CPR certified.
A committee will conduct screening and interviews as per the PSE bargained agreement.

For more information contact:

LeAnne Olson  
P.O. Box 833  
Omak, WA 98841

Phone: **509-826-7687**  
Email: lolson@omaksd.org

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
1. May administers first aid as directed by school nurse in accordance with district policy and procedures.  
2. May assist with health screening; vision and hearing.  
3. Maintains confidentiality, unquestionable integrity.  
4. Complies with State Law and District Policies and regulations.  
5. Assists with preparation and maintenance of health records.  
6. Produces letters, forms, reports and requisitions as needed or directed by school nurse.  
7. Files records, creates new health files, purge inactive files.  
8. May dispense medication as per District policy and applicable laws.  
9. May assist office staff in working with students.  
10. Ability to write accurate reports, business correspondence consistent with the duties of this position.  
11. Ability to effectively present information and respond to questions from administrators, staff and the general public.  
12. Other related duties and responsibilities as assigned.  
13. Position may require lifting of 25-50 lbs.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices, established lifting procedures, and administering first aid.

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-based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; codes, regulations & laws related to the job functions; safety practices and procedures; conflict resolution; and stages of child development/behavior; proficiency in behavior management strategies and techniques.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining a work schedule requiring continuous physical activity; communicating with persons of varied backgrounds; maintaining confidentiality; and working with frequent interruptions.

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 significantly impact the Organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling, running and significant fine finger dexterity. Generally the job requires 25% sitting, 40% walking, and 35% standing. The job may incorporate strenuous physical activity and is performed under some hazardous conditions and in a clean atmosphere.

Experience: Job related experience as specified above will be given priority consideration. Bicultural background will be preferred. Bilingual is required.

Education: Community College and/or Vocational School degree with study in job related area.

Equivalency: None Specified

Required Testing

None Specified

Certificates

First Aid Certificate
CPR Certificate

Continuing Education/Training

None Specified

Clearances

Criminal Justice Fingerprint Clearance
TB Clearance

The following policies have been adopted and are reflected in our employment practices:

The Omak School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district activities, programs, and employment opportunities.

The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW28A.640/RCW28A.642 Officer, as well as, Compliance Coordinator for State Laws RCW 28A.640 Sexual Equality and RCW 28A.642 Discrimination Prohibited Officer, LeAnne Olson, lolson@omaksd.org, P O Box 833, Omak, WA 98841 (509) 826-7687, Section 504/ADA Coordinator, Sheila Crowder, scrowder@omaksd.org, P O Box 833, Omak, WA 98841 (509) 826-8342.

This organization complies with the Americans with Disabilities Act. Persons who may need some accommodation in the hiring process should contact the Human Resources Office.
Omak School District is a drug and tobacco free workplace.

For more information on Omak School District’s Affirmative Action Plan, please visit the “District Information” section located under “our District” on the Omak School District website at [www.omaksd.org](http://www.omaksd.org).

This organization requires a successful applicant to provide employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.