

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** Health Assistant/STNA

**Reports To:** Director of Nursing Services, Lead Nurse, and Building Principal

**Supervises:** N/A

**FLSA Status:** NON-EXEMPT

### **Qualifications:**

- Possesses appropriate State of Ohio certification/license (State Tested Nurses Assistant License preferred).
- Possesses Ohio Educational Aide certificate.
- Is self-directed and able to learn required skills for the position.
- Displays the ability to physically manage students with disabilities.
- Displays congenial disposition and strong interpersonal and organizational skills.
- Has one or more years of pediatric-related experience (preferred).
- Has experience with personal computers.
- Possesses a high school diploma or equivalent
- Holds a current CPR/AED certification.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

### **Description:**

Provides first aid to students and staff, assisting the nurse in the delivery of health services to the educational community. Maintains the health records of students. Promotes good communication with parents and staff regarding health issues by performing the following functions.

### **Key Functions:**

### **Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.

7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

**Essential Functions:**

1. Maintains the health clinic to provide clinical health care services to students and staff, managing chronic health conditions and basic first aid care at the direction of the RN/student's personal healthcare provider.
2. Collects objective and subjective data and informs parents/guardians of significant illness or injury and arranges for the student to leave school if necessary.
3. Upholds board policies and follows administrative procedures.
4. Promotes a positive image of the ESCMC and the local school district with staff, students, and parents.
5. Maintains individual health records, clinic logs, state reports, and related documentation of health services.
6. Maintains written and verbal confidentiality at all times.
7. Assists in disease control programs by enforcing local and state immunization laws, screening for lice and communicable diseases.
8. Implements health care plans at the direction of the RN.
9. Documents observations, care provided, and student response in an accurate and timely manner.
10. Performs/assists with procedures and health care planning for students with special health care needs at the direction of the RN/student's personal healthcare provider.
11. Participates in school/district wellness initiatives and health and emergency planning.
12. Participates in providing health/safety curricula, instruction, materials, and promotional activities for the school community.
13. Demonstrates knowledge of child adolescent development appropriate for the age of student population being served.
14. Demonstrates medical knowledge and skill in techniques and performs skilled procedures in a safe, competent, and efficient manner.
15. Maintains and administers student medication as prescribed by the physician according to district policy and federal and state guidelines.
16. Conducts selected health screenings for identified grades, new-to-district students, and referrals; initiates health referrals and implements appropriate follow-up for vision and hearing screenings.

17. Identifies and initiates referrals to appropriate health, community, and social service agencies and acts as the liaison for students, families, and school personnel.
18. Monitors school environment and takes precautions to ensure student safety; monitors behavior and does not leave student unsupervised.
19. Maintains a medical alert list for the school population.
20. Maintains current inventory of clinic supplies and equipment.
21. Effectively manages time and organizes the workload to meet demands, schedules, and deadlines.
22. Promotes the proper use and care of school property.
23. Reports evidence of suspected child abuse as required by law.
24. Executes verbal or written plans the healthcare provider has established for the student.

**Other Duties and Responsibilities:**

1. Reacts productively to interruptions and changing conditions.
2. Averts problem situations and intervenes to resolve conflicts.
3. Performs activities that may require reaching, crouching, and/or kneeling.
4. Displays professional behavior in regard to appearance, demeanor, punctuality, and attendance.
5. Has reliable transportation for travel to meetings and work assignments.
6. Accepts responsibility for personal decisions and conduct; strives to develop rapport and serve as a positive role model for others.
7. Participates in staff meetings and professional growth activities as directed.
8. Is available for temporary reassignment.
9. Assumes responsibility of maintaining up-to-date knowledge of technology utilized by the district.

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of or passenger in a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.
4. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
5. Frequent requirement to work past scheduled hours on any given day due to emergencies and illnesses.

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

## Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted: November 19, 2012**  
**Revised by Governing Board: November 19, 2018**