



Cambridge Public Health Department

School Health Assistant position

Job Description

Job Purpose

- To assist in the non-professional aspects of the School Health Program as determined by the Registered Nurse. The School Health Assistant is under the direct supervision of the Registered Nurse in each school building. The School Health Assistant primarily works independently within the school health office and or school setting with the nurse available by phone, hand held radio and or beeper. This position will have a special focus on providing support to the School Health RN during the Covid pandemic. This includes monitoring the symptomatic child; communication with the child's family and the supervising RN. In addition, this includes implementing Anterior Nasal Swabbing of symptomatic students, teachers and staff, as well as biweekly surveillance testing, proper handling and labeling of specimens, delivery or organization of specimens to be either picked up or delivered to specific location during the work day.

Qualifications/Requirements

HEALTH REQUIREMENT: Hepatitis B advisable as per Cambridge Health Alliance employee health program, OSHA guidelines, PPD and Employee Health or Agency TBD health clearance, Proof of vaccination or immunity to Rubella or MMR.

EDUCATION: High School diploma or equivalency

LICENSURE: N/A CERTIFICATIONS: Health Aide Certification (preferred), CPR Certification

PREVIOUS EXPERIENCE: Past experience working with school-age children preferable, knowledge of child growth and development

SPECIFIC TRAININGS: COVID-19 focused; well-trained on the use of personal protective equipment (PPE), Proficient in Anterior Nasal swabbing, specimen collection, safe handling and labeling of specimens. The School Health Assistant will be trained in Anterior Nasal Swabbing within a written competency and in a return demonstration.

PHYSICAL:

- Sufficient mobility to negotiate physical plant. Strength and endurance to perform physically for long periods of time, (6 hours), i.e., walking, lifting, bending, twisting, kneeling, standing, reaching, squatting
- Physical ability to transfer and assist students with and without mechanical equipment. Physical ability to carry, push or lift patient care equipment as needed, i.e., stretcher, chairs, wheelchairs
- Physical dexterity and psychomotor skills to respond adequately and appropriately to routine and emergent patient care needs in the school setting
- Visual and auditory capabilities sufficient to read information and respond to auditory input Must be able to travel to and work in any school health office and to travel between any 2 buildings within 30 minutes – car required
- Ability to walk up and down stairs

MENTAL:

- Cognitive ability to observe, analyze and interpret verbal written information mathematical, reading and writing ability required
- Communication and interpersonal relationship skills and ability to respond to events effectively
- Ability to effectively prioritize competing responsibilities while under pressure
- Respect and protect the confidentiality of students, staff and families

Job - Specific Duties and Responsibilities:

- Assigned duties as determined by the supervising RN.
- Is knowledgeable regarding the signs and symptoms of Covid-19.
- Assists students and staff with Covid 19 testing, both asymptomatic and surveillance testing.
- Able to maintain a safe environment in the midst of a Covid-19 exposure.
- Monitors the student who requires a safe and calm, secluded environment while assessing for Covid like symptoms.
- Assists nurse with telephone contact with families. Provides families, teachers and staff with documents, flyers, health education tools regarding Covid-19 illness.
- Follows policy regarding Universal Precautions when handling body fluids, Covid specimens.
- Responds to emergency calls pertaining to Covid-19 in the school building and informs or consults with the school nurse for each event.
- Provide symptomatic teachers and staff with test kits for self- swabbing, prior to their departure from the building.
- Maintains confidentiality regarding all health information pertaining to any student or staff member.

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