

## HEALTH AIDE - TYPIST

### DISTINGUISHING FEATURES OF THE CLASS:

This work involves assisting a School Nurse by assuming various nonprofessional duties within the Health Office. Clerical duties requiring a qualified Typist and the rendering of First Aid in medical emergencies are major duties of this position. While incumbents function in a school setting, there is very little classroom work involved. The work is performed under the general supervision of a School Nurse, with supervision over others not normally being a responsibility of this job.

### TYPICAL WORK ACTIVITIES:

1. Renders simple First Aid assistance in the absence of the School Nurse;
2. Maintains various health records;
3. Types notices, records, reports, letters and similar materials;
4. Assists in giving hearing and vision screening tests;
5. May drive children to dental, medical or psychological appointments;
6. Assists Nurse in following up on possible defects found in medical screening;
7. May call parents regarding student absenteeism;
8. Dispenses medicines when necessary in absence of the School Nurse;
9. Talks to an attempts to calm students who are distressed;
10. May check lavatories and water fountains for cleanliness;
11. May assist in planning and setting up bulletin boards and other educational programs;
12. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of First Aid procedures; working knowledge of office terminology, procedures and equipment; ability to type at not less than 35 words per minute; ability to establish good relationships with children; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude; neat personal appearance; good judgment; patience, tact and courtesy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

### SPECIAL REQUIREMENTS:

1. In some School Districts, satisfactory completion of a basic or intermediate level First Aid course, such as may be offered by the American Red Cross or a similar organization, may be required of incumbents of this position. Certificates are awarded upon completion of such courses. Incumbents may be required to maintain their certificates by periodically taking refresher courses.
2. Candidates must indicate ability to type, i.e. courses in typing or typing work experience.

NOTE: A performance test in typing will be required.

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ADOPTED: 03/20/79

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