



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised: 04/13/2018

TITLE: Health Assistant/CNA	EMPLOYMENT: 9.5 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for providing appropriate and effective health care services to students. Ensure health care services are utilized for all students. Maintain appropriate forms, files and reports for each student. Serve as a strong character role model for students. Maintain a positive working relationship with students, parents, staff and the general public.

Necessary Qualifications:

- High School diploma and Certificate of Completion of a Nursing Assistant Program.
- Valid Arizona CNA License and Audiometrist Certificate.
- Two years of experience in health care, preferably in a school setting.
- Experience with Native American Student Information Management System (NASIS) preferred.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Possess a Valid Arizona Driver's License.
- Current First Aid/CPR Certification in Basic Life Support.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills and Abilities:

- Computer competency in MS Office and Windows required.
- Knowledge of health care principles, Suspected Child Abuse and Neglect (SCAN), Employee Incident Report Procedure and Reporting Requirements preferred.
- Skilled in operating various medical equipment including thermometer, scale, blood pressure cuff, and audiometer.
- Ability to relate and work well with students, staff, parents, and the general public.
- Excellent written and oral communication skills, both in Navajo and English.

Duties and Responsibilities:

- Maintains health office by keeping it clean, organized and disinfected.
- Ensures medications are secured in locked cabinets.

- Maintains student health records and accident reports including treatment records/logs, emergency cards, immunization records, and allergy information.
- Maintains confidentiality of records and information.
- Inputs immunization records into NASIS.
- Makes home visits and communicates with parents or guardians related to student health and records as needed.
- Performs audiometric, visual and other health screening including appropriate follow up.
- Provides first aid to students and staff.
- Administers medication as prescribed by school policy or family physician.
- Performs health assessments; diagnoses vital signs on ill or injured students; refers or transports students to appropriate Health Service Provider or home for serious illness or suspected injury.
- Participates in student registration regarding immunizations and other health records as required.
- Completes statistical data and reports including SCAN as required by law and appropriate governing agencies such as the Department of Health Services and Bureau of Indian Education.
- Prepares, submits, and implements grants for students' medical needs.
- Reports suspected communicable diseases or nuisance infections to the appropriate Health Service Agency and Principal.
- Reports special health problems and suspected child abuse or neglect to the Principal or acting administrator.
- Provides health education and prevention programs involving students, families, school and prepares lesson plans if needed.
- Orders and inventories health/medical supplies.
- Functions as a health education resource to students, families and staff as appropriate.
- Attends in-service training programs, activities, and staff meetings.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Performs other duties as assigned.

SUPERVISION RECEIVED BY: Principal

WORKING HOURS: In accordance with Board policies

EVALUATION PROCEDURE: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.