

HEALTH SITE SUPPORT AIDE

DEFINITION

Performs tasks generally associated with health site operations such as set-up, break-down, supply distribution, basic area clean-up, and assisting medical personnel with simple non-medical tasks.

TYPICAL DUTIES

Assists in set up, break down, and lay out of the site equipment such as canopies, tables, and chairs.
Assists in the collection and distribution of supplies and other materials within the assigned site.
Assists medical staff in asking screening questions and entering data into various web-based systems.
Greets and checks-in guests with appointments.
Directs guests to next designated area at the site.
Wipes down chairs and/or tables after each use.
May perform temperature checks and may ask routine health assessment questions at site entries.
Performs duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Health Site Support Aide performs general tasks associated with health site operations such as set-up, break-down, supply distribution, simple clean-up, and assisting medical staff with non-medical tasks.

A Campus Aide patrols school facilities in order to prevent violations of rules or safe practices. Employees in the classes designated as (Female) or (Male) are required to enter restrooms or locker rooms that are restricted to persons of the designated sex. Employees in the (Restricted) classes are employed in accordance with Education Code Section 45105 or 45108. Employees in the classes designated "(Spanish Language)" are required to speak Spanish as part of their duties, for which they receive a salary differential.

A Health Care Assistant performs authorized medical procedures for disabled students in addition to performing the duties of a Special Education Assistant.

SUPERVISION

Supervision is received from certificated Testing and Operations Coordinators. Functional supervision is received from medical personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

General safety rules

Basic operation of computers and hand-held devices

Ability to:

Use a computer, laptop, and hand-held devices

Work effectively with District personnel and the public

Communicate clearly with staff and guests at the assigned site

Follow directions and pay attention to detail

Accurately enter data using a computer keyboard and/or hand-held devices

Special Physical Requirements:

Ability to stand, walk, bend, reach overhead, crouch, kneel, balance, pull, lift objects up to 40 lbs, carry objects weighing up to 15 pounds, and work outside in varying weather conditions.

Ability to wear Personal Protective Equipment (PPE) such as gloves, surgical masks, and face shields.

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Special:

The ability to speak another language other than English may be required for some positions.

SPECIAL:

Employees who are hired are required to complete a course of training at the beginning of their assignment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

02-04-21

KG/RGK