HEALTH SERVICES ASSISTANT

DEFINITION

Under the supervision of assigned supervisor/manager, serves as a staff assistant in providing support services for Health Center students, and assists nurses in giving emergency first aid.

TYPICAL DUTIES

Serves as a resource person by answering questions regarding operation of the Health Center; and assists in creating an aesthetic, warm atmosphere of acceptance. Assists with interviewing and intake process; maintains health records of students and office records; and maintains confidentiality of information and materials. Receives emergency calls on accidents/illnesses and initiates appropriate triage; assists nurses with emergencies in accordance with college policy; administers first aid; renders routine health care, and orders medical and office supplies. Provides specialized services to the disabled students by issuing parking permits, and assisting them with personal needs; provides individual assistance to other students and staff; and orients students, individually or in groups, to the program and its resources. Oversees and/or acts as a lead for student help and work-study positions, student workers and staff; and provides clerical assistance in typing, filing, record keeping, payroll timesheets, equipment inventory and budgeting. Oversees use of center equipment and materials; records and classifies pertinent information; prepares periodic reports; attends appropriate conferences, workshops and staff meetings as assigned; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of general clerical experience in Los Rios Community College District, supplemented by courses in health education; or two years of experience in public or private health agency, physician's office or volunteer health agency.

EDUCATION

Two years of college classes with emphasis in health education may be substituted for the required experience.

SPECIAL REQUIREMENTS

Must hold and maintain First Aid, CPR, and AED certification. This requirement may be completed during the first six months of employment.

KNOWLEDGE OF

Knowledge of general Health Center procedures; first aid techniques; and CPR. Knowledge of policies and practices involved in personnel/human resource functions; and interpersonal skills using tact, patience and courtesy. Knowledge of college procedures and student services; and office procedures including: record keeping, typing, filing techniques; and letter and report writing. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; and basic computer software applications used in the Health Center.

SKILL IN
Skill in being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in understanding written sentences and paragraphs in work related documents; communicating effectively orally and in writing; and listening to what other people are saying and asking questions as appropriate. Skill in computer use including database management and Internet capabilities.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to adjust to emergency situations with immediate appropriate action; and administer first aid. The ability to relate well to others, including both disabled and non-disabled students; communicate with courtesy, patience and understanding over the phone; and maintain confidentiality of sensitive material. The ability to understand and carry out oral and written directions; accept assigned procedures toward completion of tasks; compile data; keep accurate and complete records; and prepare reports.

**TYPICAL EQUIPMENT USED** (May include, but not limited to)

Computer, printer, scanner, copier, fax, telephone, calculator, and typewriter.