



Specialized Physical Health Care Assistant

GENERAL PURPOSE

Under the direction of a School Nurse, works one-on-one with and provides physical and medical care to an assigned student(s) who is medically fragile or has a severe medical/physical condition; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Specialized Physical Health Care Assistants are responsible for supervising and working one-on-one with an assigned student(s) who is medically fragile or has severe medical or physical condition. Work is performed under the direction of a school nurse and primarily involves physical care and emotional support of students with severe physical/medical conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Works one-on-one with students who are medically fragile or have a severe physical or medical condition; escorts the student whenever s/he leaves the classroom; assists the student to enter and leave the school bus.
2. Assists with student personal hygiene and grooming needs including toileting, changing diapers, and clothes in the event of accidents; instructs students on proper personal hygiene.
3. Under the direction of a School Nurse and standing medical orders, performs a variety of medically oriented duties, including: administering medication orally or through a g-tube; administering g-tube feedings, monitoring to ensure equipment is operating correctly and that the student is not experiencing reflux; and suctioning trachea and/or student nose and mouth.
4. Maintains records of all services provided for each student, including medicines and feedings administered and trachea care performed; times, monitors and maintains records of student seizures.
5. Contacts the school nurse or parent in the event of any unusual activities or behavior; communicates regularly with student's parents and doctors.

OTHER DUTIES

1. Attends a variety of meetings and training sessions as required.
2. May assist in a classroom if required.
3. Perform CPR and First Aid as required.

QUALIFICATIONS

Knowledge of:

1. Methods and practices of performing routine medical/physical care of medically fragile students or students with severe physical/medical conditions, including administering medicines and feeding through g-tubes and performing trachea care and suctioning.
2. Facial, body language, and other indicators of physical discomfort and distress in a child who is unable to communicate verbally.
3. Medical terminology applicable to areas of assigned responsibility.
4. Safe work practices and safe procedures for performing physical care for medically fragile students.
5. Administrative practices and procedures, including record keeping and filing practices and procedures.
6. CPR and First Aid.

Ability to:

1. Assist students in daily living skills, including dressing, toileting, and personal grooming.
2. Perform assigned medically-oriented treatments and care efficiently and with compassion.
3. Observe and interpret student's non-verbal communications, including facial expressions, oral sounds, and body language to identify potential problems before they become serious.
4. Organize, set priorities and exercise sound judgment within areas of responsibility.
5. Maintain detailed and confidential student records and files.
6. Communicate clearly and effectively, both orally and in writing.
7. Understand and follow written and oral instructions.
8. Lift and restrain students according to approved policies and procedures.
9. Deal with sensitive and difficult situations.
10. Establish and maintain effective working relationships with OCDE management, administrators, faculty, staff, parents, students, physicians and others encountered in the course of work.
11. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, and at least six months of experience working with severely physically disabled or medically fragile Special Education children in an organized setting; or an equivalent combination of training and experience. Completion of training or coursework in performing routine medical treatments is highly desirable.

Licenses; Certificates; Special Requirements:

Valid CPR and First Aid certifications.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb and balance to access materials or equipment, and lift and or move up to 50 pounds and lift up to 100 pounds with assistance from ground, waist and chest level; and smell. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret medical orders and directives; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under deadlines with frequent interruptions; and interact with OCDE management, administrators, faculty, staff, parents, students, physicians and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work in a classroom or nurse's office setting, and the noise level is generally quiet.