

Nurse Assistant

Chickasha Public Schools

Job Title: Nurse Assistant
Location: Nurse's Office
Immediate Supervisor: Nurse
Supervises: N/A

Purpose of Position:

To ensure the efficient operation of the school health services department and contribute to the mission of the school district.

Qualifications:

High school diploma or GED

Two (2) years of related office experience, preferably in a medical setting

Advanced training related to office management and computers

Valid Oklahoma Vehicle Operator's License

Physical requirements:	Skills, knowledge and abilities:
• Good health and high energy level • Some bending and stooping • Ability to reach above shoulder level • Some climbing of short ladders • Ability to tolerate a stressful environment • Ability to lift objects weighing 10 lbs or more	• Computer literacy • Filing, sorting, recording, tabulating and copying • Excellent computation skills • Effective communication both orally and written • Excellent interpersonal skills • Telephone etiquette • Ability to relate courteously with children and adults • Effectively use all business machines • Work independently • Plan, schedule and organize work • Maintain a positive work environment • Interpret and apply laws, regulations and policies • Ensure the quality of work as measured against established standards • Maintain confidentiality • Proficient in multitasking

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the School Nurse.)

- Comply with School Board Policy
- Answer the telephone and route calls and messages to proper individuals
- Assist with spring Kindergarten enrollment

- Perform vision and hearing screenings with nursing supervision
- Responsible for all paperwork involved in scoliosis, hearing and vision screening
- Resource person to all secretaries involving immunization information
- Record all health information on computer
- Responsible for stocking medical supplies at all sites and traveling between sites as necessary
- Responsible for developing and maintaining an office filing system
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Attend quarterly safety meetings as scheduled by the district safety coordinator

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the district.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date