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Director of Human Resources

City of Meriden, Connecticut

Human Resources

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Health Aide I Part Time – 25 Hour Work Week 10 Month/ School Year

The Health Aide I is responsible for performing clerical and basic first aid assistance to ill or injured students in the Meriden Public School system. Work involves responsibility for providing assistance to a Public Health Nurse in a school health office. This position is responsible for making routine office clerical decisions. The work requires that the employee have some knowledge and skill in office methods and procedures and an ability to work with students at the elementary, middle, and high school level.

Qualifications: Graduation from high school or the equivalent and training in office and clerical skills. Experience in an area related to health, childcare, or office management desirable. Have an understanding of the legal and clinical limitations of an unlicensed health care assistant and functions within the boundaries of the Health Aide role at all times. Must have a valid Connecticut driver's license.

Special Requirements: Must be mobile, able to push/pull/lift objects up to 20 pounds and able to sit, stand, or walk for prolonged periods. Maintain CPR and First Aid certification (provided by Employer). Work is performed primarily in a school health setting. May be exposed to blood, body tissues, or fluids, and hazardous materials other than blood.

Rate of Pay: \$18.79 per hour

Apply online at <https://tinyurl.com/meridencareers> and email your application and resume to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Office hours are Monday through Friday, 8:00 AM to 5:00 PM.

Open until filled.

E.O.E.



City of Meriden Job Description: Health Aide I

DEPARTMENT: Health and Human Services

HOURS: 25 hours per week, 10 months (school year)

UNION: AFSCME 595

General Description

The Health Aide I is responsible for performing clerical and basic first aid assistance to ill or injured students in the Meriden Public School system.

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Supervision Received

Works under the immediate supervision of the Public Health Nurse Administrator. Works under the direction of the Public Health Nurse while in the school health office.

Examples of Duties

Serves as receptionist in the school health office, including answering the phone and taking messages, recording student visits, distributing forms and information, dispensing keys, passes and medical excuses.

Records standardized information on cumulative health records including height, weight, hearing, and vision.

Helps maintain student health records, statistics and other information as directed and in compliance with applicable local, state, and federal laws, regulations, policies and procedures. Files records, reports and correspondence. Photocopies and prints files and other documentation. Uses computer systems to input data as requested.

Makes student appointments for, exams, and screenings. Follows up on missed appointments or missing documentation.

Assists the Public Health Nurse with state mandated health screenings.

Delivers minor first aid to students. Uses good judgement, reports observations, and consults with the Public Health Nurse at all appropriate times.

May take student temperatures and document appropriately. May assist a physically impaired student to stand from sitting, pivot in place and sit from standing. May perform Cardio-pulmonary Resuscitation (CPR) and use an Automated External Defibrillator (AED) on individuals in emergency situations.

Practices and maintains proper infectious disease control procedures, including cleaning of health room equipment. Maintains safe and clean work areas.

Helps maintain school health room inventory and places supply orders when needed. May pick up supplies at the Health and Human Services Department for the school health office.

Attends staff meetings related to the school health program. Participates in ongoing education and training as appropriate.

Performs related work as required or assigned.

Knowledge, Skills and Abilities

- Knowledge of office methods and procedures, including some knowledge of the functions of a school health office.
- Some knowledge of basic medical terminology.
- Good clerical skills including typing, filing and record keeping.
- Ability to maintain confidentiality of student health information.
- Good ability to communicate clearly and effectively, and follow directions.
- Excellent customer service skills and ability to work with diverse communities.
- Good ability to develop and maintain effective working relationships with students, parents, teachers, school office personnel and Health and Human Services Department personnel.

Qualifications

- Graduation from high school or the equivalent and training in office and clerical skills. Experience in an area related to health, child care, or office management desirable.
- Have an understanding of the legal and clinical limitations of an unlicensed health care assistant and functions within the boundaries of the Health Aide role at all times.
- Must have a valid Connecticut driver's license.

Special Requirements

- Must be mobile, able to push/pull/lift objects up to 20 pounds and able to sit, stand, or walk for prolonged periods.
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