Certified Nurse's Assistant

Purpose Statement

The job of Certified Nurse's Assistant is done for the purpose/s of providing support to the school site operations with specific responsibilities under the direction of a health care professional; coordinating with other personnel in supporting students with special needs; documenting activities in accordance with established guidelines and/or regulatory requirements; and providing personal hygiene care and services.

Essential Functions

- Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. diapering, tube feeding, colostomy bags, medication, etc.) for the purpose of meeting immediate health care needs.

- Administers mandated screenings (e.g. vision, dental, hearing and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.

- Advises assigned administrator of observations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.

- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.

- Assists medically fragile or physically disabled students for the purpose of maintaining students' personal hygiene.

- Attends meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.

- Communicates with parents, students, health care providers, and/or public agencies for the purpose of promoting needed treatment and/or complying with legal requirements.

- Distributes information on a variety of health subjects (e.g. lice, ringworm, drug prevention, personal hygiene, etc.) for the purpose of providing instructional materials to teachers, students and/or parents.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.

- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid.
KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; grammar, spelling and punctuation; health standards.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; dealing with frequent interruptions; diffuse argumentative behavior; working as part of a team.

Responsibility
Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.
Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing: Certificates and Licenses
CPR/First Aid Certificate

Continuing Educ. / Training: Clearances
Maintains Certificates and/or Licenses
Criminal Justice Fingerprint/Background Clearance

FLSA Status: Approval Date
Non Exempt
Certified Nurses Assistant

Certificates and Licenses
CPR/First Aid Certificate

Clearances
Criminal Justice Fingerprint/Background Clearance

Salary Grade
Certified Nurses Assistant