

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: HEALTH CARE ASSISTANT

QUALIFICATIONS:

1. Completion of secondary school plus additional specialized training in providing health and personal care. This includes training and experience with lifts, transfers feeding, toileting and dressing.
2. A minimum of six months of training and two years of experience applicable to the specific need identified.
3. Patience with and care for children, and a demonstrated aptitude for the work to be performed.
4. An ability to work well with others.
5. Self-assurance and a well modulated voice with the ability to speak fluently and communicate well.
6. Appreciation of the confidential nature of all information relating to pupils, parents and teachers.
7. Holder of a valid Occupational First Aid – Level One Certificate.

RESPONSIBLE TO: Principal and District Principal

SUPERVISES: N/A

JOB GOAL: To assist in the care of students who are dependent on others for medical needs, dressing, feeding, toileting, mobility and /or personal hygiene. May also monitor and assist students during structured and unstructured time such as recess, lunch hour, before and after school period and between classes.

PERFORMANCE RESPONSIBILITIES:

Under the supervision of the teacher:

1. Assists the teacher and/or administration in duties relating to the care and supervision of students who are dependent on others for medical and personal care at any point of a school day.
2. May assist the teacher and/or administration in duties relating to supervision of assigned students in activities such as individual or group field trips.
3. Participates in staff discussions of individual students programs, and acts as a member of a team to set individual goals pertaining to physical functioning.

4. Works with individual students in developing skill areas such as self-help skills and in reinforcing concepts not mastered.
5. Maintains records of work and observations if requested.
6. Reports safety issues or unusual behavior to the Special Education teacher.
7. Ensures students enter and exit the school safely, as required.
8. Attends to minor cuts or bruises as required, and supports the monitoring and care of additional health matters as directed by trained medical staff via Care Plans.
9. May be assigned supervision duties specific to each school.
10. Supervises the transfer of students to and from appropriate buses, as required.
11. May be required to work outside in inclement weather.

TERMS OF EMPLOYMENT:

Teaching days, September through June or when assigned students are normally in class.