

Health Assistant

*Minimum Requirements: High School Certificate or GED and 1 year of experience working or volunteering in a medical setting.

Working closely with the site nurse and site director, health assistants (HAs) participate in the day-to-day operation of the site health office, keep track of students' medications, and confer with parents. HAs may also be asked to provide support to administrative and other staff. HAs are not responsible for providing medical care to students other than basic first aid. The HA position requires a great deal of flexibility since demands on time can vary from day to day. Duties and schedules may vary from site to site. All HAs must have first aid and CPR training, and some jurisdictions may require additional certifications.

Sample Daily Schedule

Here's what a day in the life of a Health Assistant (HA) looks like. Exact schedules will vary from site to site.

Core work hours for day site positions are Monday-Friday 8 a.m.-4:30 p.m., but these may vary depending on the specific site schedule. All staff members are required to work student check-in day on the weekend immediately prior to the start of each session.

Administrative roles may be required to work the Saturday at the end of the session, as needed. At day sites that operate two sessions, administrators will be required to work the weekend between the two sessions, as needed.

Morning

- Arrive at the office to catch up on paperwork and check email and phone messages
- Complete paperwork
- Inventory supplies
- Clinic visits
- Make phone calls

Afternoon

- Distribute lunch medications (where allowed)
- Clinic visits
- Complete paperwork
- Make phone calls