

## Health Assistant

\*Minimum Requirements: High School Certificate or GED and 1 year of experience working or volunteering in a medical setting. Must be 21 years of age and have a valid driver's license.

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 medical appointments, confer with parents, and act as a liaison with nearby medical professionals. 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 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. At residential sites, HAs also accompany students on emergency room or physician visits. Because driving site rental vehicles is a job requirement at residential sites, HAs hired for those sites must be at least 21 and have good driving records.

## 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.

\*Health Assistants work in shifts so this would be the shift based on the HA who does the first half of the day today. Generally, health staff rotate through days of the week, so they are on early shift one day and late shift the next. Health staff also rotate on-call shifts, including overnight.

### Morning

- Arrive to the office before breakfast to distribute and record morning medications
- Complete paperwork
- Inventory supplies
- Clinic visits
- Make phone calls

### Afternoon

- Distribute lunch medications
- Clinic visits
- Take students to medical appointments
- Shift to out-of-the-office or on-call mid-afternoon

### Evening

- Dinner
- Overnight on-call rotation

### Weekends

- Health office coverage looks similar on weekends