



***Seneca County  
Personnel Department***

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WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **HEALTH AIDE**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. . On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

**Please enter any of the following as your response:**

- Romulus Central School District (RCSD)
- Seneca Falls Central School District or (SFCSD)
- South Seneca Central School District (SSCSD)
- Waterloo Central School District (WCSD)

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

**GENERAL STATEMENT OF DUTIES:**

Assists school medical and nursing staff by performing routine non-professional health and clerical services in a school setting; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is non-professional work assisting physicians and nurses in providing a variety of health services to public school students. Incumbents perform routine health related absence screening duties and maintain records of pupil health examination programs. The position differs from that of a Registered Professional Nurse (School) since there is no responsibility for classroom instruction or application of professional nursing skills. The Health Aide consults with Registered Professional Nurse (School) regarding unusual or difficult problems as well as issues that involve student/parent instruction. The duties are carried out under the direct supervision of Registered Professional Nurses (School). Incumbents may also assist in the administration of the compulsory education and related laws related to things such as issuance of working papers, athletic physical examinations and insurance records. Supervision of others is not a function of the position.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Assists school physician and/or a nurse in physical, visual and auditory screening examinations of students and employees;  
Administers emergency first aid when necessary;  
Follows established school procedures for care and reporting of injuries and illnesses;  
Assists school nurse in maintaining cumulative health files for students;  
Maintains attendance records, re-admits students, issues special passes and excuses and makes related telephone calls to parents;  
Stores and inventories health office equipment;  
Assists school nurse in processing and filing accident reports and insurance claims;  
Telephones parents regarding health problems, absenteeism, accidents or related problems;  
Aids with immunization clinics by recording inoculations, preparing students and keeping order;  
Consults with School Nurse-Teacher and/or Registered Professional Nurse (School) regarding unusual or difficult problems;  
Assists school authorities in verifying and acting upon health related and other attendance problems;  
Performs miscellaneous typing and clerical work as required;  
Assists school nurse with administration of the following types of testing: vision, including color; hearing; height and weight measurements; scoliosis screening;  
Those persons possessing a license for LPN may be required to administer medications if directed to do so by the district Registered Professional Nurse or School Superintendent.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of routine health care techniques and their application in a school setting; working knowledge of office terminology and procedures; ability to acquire a working knowledge of first aid techniques and skill in their application; ability to make concise oral and written reports concerning health office activities and findings; ability to keep accurate records; ability to follow detailed oral and written instructions; ability to establish and maintain comfortable working relationships with students and others; ability to write legibly; clerical aptitude; good physical condition.

**MINIMUM QUALIFICATIONS: Either**

- A. Possession of a license to practice as a Licensed Practical Nurse in New York State and one year of experience in general office work; or
- B. Three years of experience assisting in office work and/or patient-contact services in a health facility, clinic, physician's office or similar setting and completion of an approved basic first aid course; or
- C. An equivalent combination of training or experience.