



JOB DESCRIPTION

Salary Grade: 7

Job Title: Health Care Assistant	Division: Field Operations
Supervisor's Title: Principal	Superintendency: Elementary
Union Status: SBSS CUPE 1328	Department/Location: Elementary Schools

PRIMARY FUNCTION:

The primary purpose of this job is to administer the medical requirements of special needs students and to help all students in the classroom reach their maximum potential in their environment.

MAIN RESPONSIBILITIES:

1. Administering the medical requirements of special needs students by:
 - giving the appropriate amount of prescribed medication at correct intervals as directed
 - assessing severity of a seizure and determining if hospital care is required, monitoring seizure to ensure student is not injured
 - using a suctioning machine to clear breathing passages of severely disabled student in an emergency
 - monitoring and administering G-tube feed and taking student to hospital if tube becomes displaced
 - preparing charts relating to medical needs while at school and maintaining such records each day
 - following established emergency procedures if hospital treatment is required for a student and accompanying student to hospital or group home as required
 - acting as a liaison person with outside agencies, group homes and others regarding medical matters
 - ensuring that there is an adequate supply of all medical supplies and equipment, by ordering materials from school and group home as required
 - maintaining a daily record of student activities in 'communication book'.

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2. Maintaining alert and careful attention to students at all times and on a one-to-one basis at snack time and lunch time by:
 - preparing non-mobile student for feeding by positioning in special feeding and activity chair
 - assisting and training students in using a straw and picking up finger foods
 - monitoring special needs students during feeding to avoid choking and to maintain G-tube feeding
 - integrating student into regular classroom, if possible
 - ensuring that the classroom is free of health and safety hazards.
3. Monitoring bodily functions of severely disabled students by:
 - changing diapers several times each day as required
 - toilet training students in the classroom as required
 - accompanying male/female adolescents in a regular school washroom
 - washing soiled towels, etc. each day.
4. Carrying out a physiotherapy program on a daily basis by:
 - training students in the development of fine and gross motor skills by utilizing physiotherapy equipment in the classroom such as a "physio ball" or "jet mobile", helping children to learn to walk on stairs and to improve an unsteady gait.
5. Assisting students to take part in a variety of skill-learning activities based on their capabilities by:
 - instructing in life skills (such as shopping for groceries)
 - training in social skills by arranging group activities (such as a trip to the Zoo or visiting a restaurant)
 - assisting in the development of speech and language skills through a specialized program
 - exercising through multi-sensory activities to encourage awareness of different sounds, touch, etc. in the environment
 - providing physical education and arts and crafts activities, utilizing appropriate materials (such as large bicycles and balls)
 - assisting in academic subjects, when appropriate, by providing opportunity to work with reading and/or writing material
 - accompanying student to an integrated program as required.

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6. Performs other duties as required or assigned.

Skill:

- . Grade 12 High School Diploma, or equivalent. 2 years of post secondary education i.e. the 3 semester long Registered Practical Nurse Diploma and the Medication Certificate (approximately 1 semester/60 hours).
- . Appropriate medical certification such as CPR training (must be renewed every 2 years).
- . Seven to twelve months of prior related experience and one year of on-the-job experience.

Effort:

- . The complexity of the job is in the creativity and originality required to determine the best approach to make contact with a non-verbal child; to help a child learn a new skill, or modify inappropriate behaviour; and in the repetitive nature of such tasks as instructing a non-mobile student each day in how to walk and climb stairs. Planning activities to ensure that one-to-one and "hand over hand" contact is constantly maintained.
- . Lifting and body-positioning of non-mobile students is required several times each day during activities such as physiotherapy, feeding and toileting. Required to push students in wheelchairs daily. Manual dexterity is required in adjusting the straps and buckles on the large activity chairs to ensure safety and comfort (65 - 90%).

Responsibility:

- . Accountable for proceeding with established emergency plans as needed and for administering the students' medical needs and the daily routines of all students in the classroom.
- . Required to perform tasks as an active member of an integrated team where everyone shares in providing caring attention to the physical and emotional needs of these special children.
- . Improper use of program elements could result in lack of progress; incorrect use of equipment could result in injury to a student or damage to the equipment.
- . Contacts daily with classroom and other school staff in the performance of duties; contacts with health care professionals (nurse, physiotherapist and occupational therapist) as required; daily contacts with parents to exchange information.

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Working conditions:

- . Lack of space and crowded condition is experienced due to the need for large pieces of equipment such as wheelchairs, prone stander and feeding/activity chair. Health may be at risk when separate washroom facilities are not available and toileting and diaper changing is in same room as feeding.
- . Tension and stress is experienced when for example, feeding one child and a mobile student leaves the room without permission; attempting to integrate a child into a classroom with a reluctant teacher; maintaining the close and constant alertness and attention necessary for all the children in the care of this classroom. Frustration occurs when supplies are not suitable (e.g. surgical gloves are requested but disposable plastic gloves are provided). Continual interruption is an inherent working condition.

Management Approval L. Kol Date Dec. 13/95

Management Approval _____ Date _____

Reviewed by Management	Date	Reviewed by Union	Date
<u>Alisa</u>	<u>30 Nov. '95</u>	<u>V. J. Chavannes</u>	<u>Dec 11/95</u>

Nov/95