
POSTING

Date of Posting: July 27, 2011
Position Title: (1) Health Clinic Aide – 4 hours per day (hours may be adjusted)
Rate of Pay: as per union contract

Qualifications:

Education and training

It is important that health clinic staff align themselves with the school health committee in order to gain knowledge of the health education, screening and assessment needs of both the students and faculty. The First Aid and CPR training is a requirement to working in a health related environment involving children. Classroom presentations are an expectation of the position, thus training in educating children with age appropriate materials would be beneficial. Training in hearing, vision and lice screening in necessary for accurate health assessment and preventative screenings

Experience needs regarding the Trimble Local School district position include the following:

- Prior experience with project organization and coordination very helpful.
- Previous experience in dealing with people of all ages. Because children are seen daily, a basic understanding of growth and development would be beneficial. Project coordination experience is needed, in order to begin projects involving students and staff, and to evaluate and alter as the need arise.

The following skills are necessary:

- Must be a self starter, willing to ask for help and accept suggestions if needed.
- Must be able to communicate plans effectively
- Must be flexible and able to prioritize tasks in order of importance.
- Must be able to complete projects in a timely manner.
- Must be able to demonstrate critical thinking ability and a basic understanding of their role and responsibility.
- Must be able to interact with people of all economic and educational levels.
- Must have a basic understanding of the culture of the area.

Location: Trimble School District

Reports to: School Nurse

Duties:

The clinic is a very busy area throughout the school day. Duties include the following

- 1) Takes vital signs
- 2) Completes screening, including lice screening, hearing and vision screening, heights and weights for BMI and assisting with dental screening.
- 3) Conduct classroom presentations on various health topics.
- 4) Assesses of health complaints and injuries and provides first aid.
- 5) Dispenses medication in the absence of the clinic nurse.
- 6) Documents of assessments and medication given accurately and on a daily basis, update health records.
- 7) Follows rules of confidentiality when sharing information regarding and individual, including but not limited to having appropriate releases signed.
- 8) Maintains a professional demeanor.

Last Date to Apply: August 1, 2011

Send Resume to: Dr. Kimberly Jones, Superintendent
Trimble Local School District
One Tomcat Drive
Glouster, Ohio 45732

Cc: Mr. Matt Curtis, High School Principal
Mrs. Deborah Koons, Middle School and Elementary Principal
Mr. Bob Lowery, Transportation Supervisor
Mr. Tom Hardy, Maintenance Supervisor
Mrs. Linda Drake, Food Service Supervisor
Mrs. Christine Snoddy, TLTA President
Mr. James Dunlap, Local 1351 AFSCME President
Mrs. Cindy Rhonemus, Treasurer