



OUR MISSION: Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

OUR VISION: Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

JOB TITLE: HEALTH ASSISTANT

REPORTS TO: Director of Front Office Services

POSITION SUMMARY

Full Time, Monday - Friday, 8am – 4pm, 179 days. Responsible for administering student medication, management of student's chronic health conditions, first aid care of students and maintaining student records. Deal with information of a highly confidential nature. Develop and promote good community relations among various community and school clientele.

TYPICAL HEALTH ASSISTANT RESPONSIBILITIES

- Perform delegated procedures in accordance with the student's health care plan and training by the school nurse consultant.
- Work with school nurse consultant regarding policies and as needed.
- Health Assistant will be responsible for supervision and/or assistance with the daily management of a student's diabetes, tube feedings, asthma, seizures, severe handicaps, severe allergies and other medical procedures needing immediate medical attention.
- Provide first aid for students, including caring for head injuries, fractures, and lacerations.
- Administer prescribed scheduled and non-scheduled medications to students in accordance with physician orders.
- Prepare medication for students attending field trips as well as communicate with teachers regarding expectations.
- Maintain appropriate documentation for all health room procedures, including: medications, delegated procedures, concussion protocol and first aid in accordance with guidelines.
- Ensure enrolling students meet the Colorado State immunization requirements prior to entering school.
- Notify parents and appropriate personnel of incomplete immunization and/or noncompliance.
- Notify appropriate school personnel of reportable communicable diseases.
- Coordinate annual vision & hearing testing schedule.
- Coordinate annual first aid and CPR training for staff and maintain electronic records of staff cards and expiration dates.
- Perform other related duties as assigned or requested.

MINIMUM EDUCATION

High school graduate or equivalent
One (1) to three (3) years job related experience
First aid and CPR Certification

SKILL REQUIREMENTS

- Verbal and written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions
- Basic computer skills
- First aid/CPR certification preferred or to be acquired within three (3) months
- Some knowledge of child development preferred
- General office equipment

GENERAL EXPECTATIONS

- Flexible
- Effectively communicate with the staff, and school community and the public at large
- Work cooperatively with supervisors and co-workers
- Understand and follow complex oral and written instructions
- Perform responsibilities without close supervision
- Meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintain a generally positive attitude
- Observe all Ben Franklin Academy policies and procedures
- Maintain confidentiality of student records and health concerns

ESSENTIAL ENVIRONMENTAL & PHYSICAL DEMANDS

Will encounter body fluids
Frequent bending, stooping, walking, standing, kneeling, crawling, squatting, reaching, and sitting
Mostly clean and comfortable
Occasional lifting five (5) to fifty (50) pounds

SUPERVISORY DUTIES

None

COMPENSATION

- Dependent on experience
- Hourly pay starts at \$22.00/hour
- Employee would be eligible for benefits including:
 - PERA (Public Employees' Retirement Association of Colorado)
 - Medical (Anthem); Vision & Dental (Equitable)
 - 80% employee only premium paid by BFA
 - Benefit stipend for all full – time staff
 - Life Insurance, Long & Short-Term Disability (full premium paid by BFA)
 - Sick Leave & Paid Time Off

POSTING CLOSING DATE: Open until position filled

For more information, please visit <http://www.bfacademy.org/careers/>