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Hawaii Academy of Arts and Science PCS seeks the following position for the 2020-2021 school year:

**School Health Assistant**

32 hours per week

**Summary:**

**School Health Assistant I**

This is the entry level in the series. A position at this level performs work assignments with basic school health knowledge and skills to run a smooth and effective school health program. Position includes basic medical treatment including recognizing student illness, temperature check, and minor injury not requiring emergency responses. Data entry, processing, reviewing and monitoring of health documents in a computer system is required. In addition, this position may need to communicate with complex area nurses, general nurses, and the Department of Health. This position may also include creating and sharing preventative education lessons or resources.

**School Health Assistant II**

In addition to providing health services and data processing responsibilities as described at the Level I, positions may draft information to assist parents/legal guardians, students, and staff with complex health issues that may arise in the school setting along with the normal daily health activities. Advanced knowledge in clinical or medical assisting is a requirement gained through a college degree, training and/or professional development in the related area. Positions at this level use independent discretion and judgment thus minimal guidance and assistance is received.

**Education, Experience and Qualifications:**

**Basic Education Requirement:**

Possession of a high school diploma, or equivalent, which demonstrated the ability to read, comprehend and apply written instructions; and a high degree of verbal skill.

**Specialized Experience Requirement:**

One year of experience involving working with people, especially school age children. One (1) year for level I, and for level II, two (2) years of work experience which demonstrates the possession of basic health knowledge and practices (e.g. personal hygiene, common sanitary practices, symptoms of common illnesses, etc.) and the ability to use a personal computer and/or data processing systems. Examples of experience which demonstrates the possession of the required basic health knowledge may include, but should not be limited to, personal experience as a homemaker involving child care, paid or volunteer experience as a children's day care center worker, work experience as a para-medical assistant or nurse's aide, a homecare facilities operator or other similar type of experience.

Successful completion of bachelor's or associate's degree in health related field at an accredited college or university, successful completion of a community college program or its equivalent in medical assisting, human service, practical nursing or similar curriculum, satisfactory completion of formal course work in health and personal hygiene, child care and home management or other similar courses which have included such topics as hygiene, health, sanitation, etc. may be substituted for work experience

**Certification Requirement:**

1. Current certification in first aid; and

2. Current certification in child and adult cardio-pulmonary resuscitation (CPR) at the time of employment.

The School Health Assistant position is required to travel to multiple sites as needed. Valid driver license and satisfactory traffic abstract are required. Must be willing and able to drive a 14 passenger vehicle.

Must be ethical and honest. Must have excellent interpersonal, organizational, time management, follow-through, and oral and written communication skills. Must be extremely flexible and able to work independently. Must be knowledgeable and comfortable working with technology and software programs, and be able to acquire additional skills for use of software, databases or other information systems as necessary.

Must be able to meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources in an effective and timely manner, and demonstrating respect for others. Must be able to successfully analyze information, manage complexity, report results, enter data, and observe school and district policies as well as state and federal laws with attention to detail, confidentiality, and thoroughness. Must accept responsibility and be self-motivated. Must maintain a high level of confidentiality with regard to employees, students and parents and work effectively with school staff, district personnel, and the general public.

Desired competencies include self-motivation; enthusiasm; collaboration; high work standards; critical thinking; creativity; flexibility; and initiative.

**Application Deadline:** July 26, 2020 or until filled.

**How to Apply:** E-mail resume and letter of interest to [employment@haaspcs.net](mailto:employment@haaspcs.net).