

HUMAN RESOURCES

WORCESTER PUBLIC SCHOOLS
WORCESTER, MASSACHUSETTS

Job Description

SUBJECT: CERTIFIED NURSING ASSISTANT (CNA) OR MEDICAL ASSIST

REPORTS TO: CLINICAL CARE COORDINATOR

ANTICIPATED START DATE: IMMEDIATELY

ACCOUNTABILITY OBJECTIVE:

This position is accountable for the administration of direct student care and student care related activities including but not limited to: personal care, activities of daily living (ADLs), assisting with educational activities, and other skills required to meet individual student plan of care and learning objectives. Tasks and duties will be assigned and directed by a Registered Nurse (RN) and classroom teacher. CNAs/MAs may be assigned to one or more students to meet the needs of students throughout the district.

PRINCIPAL RESPONSIBILITIES:

1. Maintain Safe Environment
 - Demonstrate proper body mechanics when moving/transferring student
 - Utilize available adaptive and/or mechanical equipment as appropriate
 - Prevent falls and injury
 - Maintain oxygen therapy when utilized by ensuring proper mask/nasal cannula placement, equipment connections and tube connection patency
 - Recognize and time suspected seizure activity and report to classroom teacher/school nurse
 - Perform Heimlich maneuver if necessary
 - Initiate CPR and alert Crisis Management Team if indicated
2. Prevent and Control Infection
 - Follow the WPS Universal Precaution Policy and Procedures
 - Assist student with handwashing before/after eating, toileting and as needed
 - Utilize proper handwashing before contact with student
 - Report suspected symptoms of infection to school nurse and Clinical Care Coordinator (CCC)
3. Perform Basic Nursing Skills
 - Obtain and document Vital Signs (Temperature, Blood Pressure, Pulse and Respiratory Rate)
 - Monitor and document oral intake and output
4. Assist students with five basic activities of daily living (ADLs)
 - Eating
 - Prepare food and set up tray
 - Apply prescribed orthotics required for eating
 - Maintain proper positioning to minimize choking/aspiration
 - Monitor student throughout mealtime
 - Bathing/Grooming
 - Assist with personal hygiene and grooming (mouth care, brush/comb hair, skin care)
 - Ensure prescribed eyeglasses and hearing aides are being worn
 - Dressing
 - Assist with changing clothes as needed
 - Toileting

Assist with toilet hygiene: ensure privacy, safe transfer to toilet, change diapers/pull-ups, wipe and clean perineum, inspect skin, document output

- Functional Mobility

Assist with moving from one place to another using mechanical equipment/transferring aides as appropriate
Provide escort and transport duties as needed for student care

5. Communication

- Follow established policies/procedures and seeks clarification when needed
- Maintain student confidentiality
- Collaborate with school nurse, teacher, therapists, and other school staff to help provide an optimal learning experience for students
- Demonstrates professional behavior with all interactions
- Maintain professional dress and appearance; wear WPS identification badge
- Complete required documentation forms and submit accordingly
- Monitor student condition and report observations and/or changes in condition to school nurse and CCC

6. Responsible for assuring equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, gender identity, natural origin, sexual orientation, homelessness, or disability.

7. Responsible to perform other job-related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Certified Nursing Assistant or Medical Assistant with valid license or certification to practice in Massachusetts
2. Current certification in CPR/AED/First Aid
3. Maintain annual certifications as required by the WPS Nursing Department including but not limited to Universal Precautions and Physical Restraint

PREFERRED QUALIFICATIONS:

1. Ability to speak Spanish, Portuguese, Arabic, Vietnamese, Albanian, or an African language.

WORK YEAR: TBD

SALARY: TBD