

Personal Health Care Aide Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Non-competitive

Approved: Board Action

Revised: 08/20/2001; 8/15

By: AF Commissioner of Personnel

MINIMUM QUALIFICATIONS: No later than the final filing date posted, the candidate must meet one of the following:

- (a) Graduation from a regionally accredited or New York State registered college with an Associates degree in Nursing; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience with children; **OR**
- (c) Four years of full-time paid (or the equivalent part-time and/or volunteer) experience with children; **OR**
- (d) Any equivalent combination of training and experience as defined by (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is mainly responsible for assisting students special health care needs in their efforts to fully integrate into a classroom environment. An employee in this class will also perform Teacher Aide duties in addition to the various routine and nonprofessional health and hygiene maintenance tasks of the student assigned. A Personal Health Care Aide may assist students in the development of their interpersonal skills and facilitate in the interactions between the student and others. The work will also involve responsibility for the performance of routine but necessary clerical and classroom tasks in order to free teachers to perform more specialized duties. The work is performed under the direct supervision of a Teacher or School Nurse and the general supervision of the School Principal. Supervision over the work of others is not a function of employees in this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists students with different abilities in their efforts to mainstream;
- Attends to the physical needs of individual students including: feeding, cleaning the students face and nose, changing panty liners and wiping after bowel movements;
- Assists the student in maintaining their health, hygiene and dignity;
- Assists the student with physical therapy exercises;
- Assists the student in their exercise efforts directed at gaining control over their bodily functions;
- Assists students in recognizing conditions contributing to social problems and in making efforts toward correcting these conditions;
- Facilitate the learning process by providing one-on-one assistance, mentoring and tutoring;
- Escorts children to and from their transportation and ensures that they are secured within;
- Transfers students from a wheelchair to other pieces of equipment;
- Facilitates communication between the special student, teacher and other students;
- Reviews cases with the Teacher, Caseworkers and others to ensure that clients are receiving appropriate services;
- Reads, reviews and completes various forms and prepares various documents;
- Completes routine paperwork to open cases for services;
- Assists teachers in demonstrating the proper use of vocational tools and equipment;
- Supervises class when teacher is out of room;
- Fills out, copies, types or dittos forms, reports and stencils from rough drafts;
- Works with an individual or small groups to review progress in remedial reading or mathematics comprehension;
- May correct themes, compositions, standardized and objective tests;
- Relieves teacher of study hall, corridor, lunchroom and other monitorial duties;

- Performs occasional clerical work such as filing, assembling material, compiling data, grading papers
- Helps to set up science laboratory equipment, conducts experiments and performs limited review of student laboratory reports
- Assists in routine classroom housekeeping chores
- Organizes and participates in group games and related activities
- Reads and tells stories to children
- Conducts vocabulary and pronunciation drills
- Conducts review and drill in arithmetic with groups and individuals
- Receives, issues and renews library books and other educational matter
- Assists teachers and students in selecting supplementary materials from the library

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of classroom routines;
- Ability to establish and maintain cooperative and courteous relationships with students, teachers and co-workers
- Ability to understand and carry out oral and written instructions
- Ability to communicate effectively
- Ability to establish and maintain discipline
- Ability to prepare brief accurate reports
- Willingness to perform disagreeable or unpleasant tasks
- Tact, courtesy, compassion, dependability, initiative, resourcefulness and a good moral character are required
- Physical conditions commensurate with the demands of the position.

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