



HANNAHVILLE INDIAN COMMUNITY POSITION DESCRIPTION

Job Title:	Temporary Student & Staff Health Assistant	Date:	August 26, 2020
Department:	School	Date Revised:	Click here to enter a date.
Location:	Hannahville Indian School	Date Revised:	Click here to enter a date.
Supervision Received:	Nurse/Administrative Team	Supervision Exercised:	None
Employment Status:	Hourly/Non-Exempt N2	Benefits Status:	Temporary
Background:	Child Care/Vulnerable Adult/Head Start/School	Position Type:	Temporary
Background:	Choose an item.	Employment Preference:	Indian Preference

POSITION SUMMARY

This position is funded under the CARES Grant to the Hannahville Indian School. As such, the position is for the extent of face-to-face school instruction and provides direct support to the school with regard to COVID-19. This person will assist the school nurse in helping manage students throughout the school day who may show symptoms of communicable disease. This person will help manage an isolation room where students will wait for a parent/guardian to come to school to pick them up. In the event of a confirmed case of COVID-19, this person will work with tribal risk management as well as both local and tribal health departments to perform contact tracing. Daily work will also include helping manage, organize, order, and distribute various personal protective equipment. Light duty general cleaning responsibilities are expected. Helping ensure students follow safety protocols and building wide expectations for behavior is also expected. Confidentiality is a top concern.

ESSENTIAL DUTIES

- Order, organized, and maintain supply resources for personal protective equipment (PPE) for the school
- Monitor a quarantine classroom where students who show symptoms of communicable disease especially COVID-19 are supported while awaiting parental pick-up
- Serve as a liaison to local and tribal health departments; assist in contact tracing if necessary
- Ensure safety of students
- Assist in general cleaning as needed

PERIPHERAL DUTIES

- All other duties as assigned

EDUCATION AND LICENSURE

- High School Diploma or equivalent required
- Associates Degree preferred

EXPERIENCE

- 2 years experience supervising youth/working with children ages 5-19 required
- Experience with organizational tasks and management of resources

KNOWLEDGE

- Basic computer skills including experience with software - Word, Excel, email
- Knowledge of current youth issues and trends, developmental psychology, and behavior intervention a plus
- Knowledge of the Native American Culture

SKILLS AND ABILITIES

- Ability to exercise professional judgement in making decisions
- Passion for working collaboratively with young children, families, and staff
- Communicate appropriately, collaboratively, and effectively with students, parents, administrators, other school personnel, health care providers, and community agencies
- Eagerness to approach problems from new and different perspectives
- Must work effectively with others at a variety of ages and levels, but especially with children
- Ability to talk to youth and children about various issues
- Must be a good role model while at work and within the community

TOOLS AND EQUIPMENT



HANNAHVILLE INDIAN COMMUNITY POSITION DESCRIPTION

- General Office Equipment - telephone, personal computer, copy machine, fax machine, email

PHYSICAL DEMANDS

- Must be able to perform the work functions in a school environment
- Must be able to lift 25 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

WORK ENVIRONMENT

- Work is mostly in a classroom setting with limited exposure to loud noises.
- Moderately quiet, pleasant, and comfortable with possible exposure to communicable diseases, airborne illness, COVID-19, and flu viruses

SELECTION GUIDELINES

- Completed employment application and resume, if desired
- Rating of education and experience, oral interview, and reference check
- State and Federal background checks are required in accordance with Background Investigations Policy.
- Must be able to pass a State and Federal background check to work with youth.
- Post offer drug and alcohol test required pursuant to Drug and Alcohol Policy.

ADDITIONAL INFORMATION

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and job change requirements.

Employee Printed Name:	
Employee Signature:	Date:
Supervisor Signature:	Date:
Director Signature:	Date: