



Westminster School District
14121 Cedarwood Ave
Westminster, CA 92683
714-894-7311 ext 1171

Employment Opportunity

OPEN AND PROMOTIONAL EXAMINATION FOR

HEALTH SERVICES ASSISTANT

Part-time position -- 3 1/2 hours per day
Current vacancy, Future Vacancies and Substitutes
Recruitment is to create an eligibility list

SALARY RANGE: \$19.22/hour to \$23.35/hour in five annual steps

FINAL FILING DATE: **March 10, 2022**

THE POSITION: Under the direction and supervision of the assigned administrator and technical direction of the District Nurse: independently provides a variety of health services to students at assigned school; maintain health records, referrals and reports; administer routine first-aid; assist in screening ill or injured students; assist with health testing programs; may be assigned to perform special health care procedures.

MINIMUM QUALIFICATIONS: Graduation from high school or its equivalent. One year of general clerical work experience, ability to work well with others; ability to use sound judgment. Some experience in health care work is desirable. Employees in this classification must be able to occasionally lift and/or move up to 60 pounds.

LICENSES AND OTHER REQUIREMENTS: The securing of a valid First-Aid Certificate issued by the American Red Cross or its equivalent, or completion of the Westminster School District basic first-aid training program, and CPR certification within three (3) months of employment in this classification.

THE EXAMINATION: Candidates may be examined on their knowledge of first-aid techniques, CPR techniques, medical terminology, modern office practices, record-keeping techniques, correct English usage, telephone etiquette and the ability to type.

	<u>Adj. Score Required</u>	<u>Relative Weight</u>
Written Examination	70%	40%
Oral Examination	70%	60%

HOW TO APPLY: Applications must be submitted on www.edjoin.org/westnubstersd A current resume and a letter of recommendation are required. A letter of recommendation from your current supervisor is desired.

FOR FURTHER JOB INFORMATION AT THE WESTMINSTER SCHOOL DISTRICT CALL: (714) 894-7311 x1171
www.wsdk8.us

CLASSIFIED SERVICE...WE MAKE A DIFFERENCE!

The Westminster School District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.