

UNION SCHOOL DISTRICT

CLASS TITLE: HEALTH CLERK

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of activities in support of student health services; administer basic first aid, dispense medications and screen ill or injured students; prepare and maintain student health and various other records and files as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of activities in support of student health services; screen and assess medical conditions of ill or injured students; respond to student health issues and problems; notify parents, staff and others of student illness, injury, health issues and concerns, or emergencies as needed.

Administer first aid and provide medical care and treatment to students as appropriate; take and record temperatures; perform first aid procedures and CPR in emergency situations as needed; dispense medications according to physician instructions; apply bandages as needed.

Serve as a liaison and coordinate communications and information related to assigned health services and school activities (ie. Red Ribbon Week) between the students, parents, staff, the District Nurse, Principal and others; initiate and receive phone calls; prepare, distribute and respond to a variety of correspondence.

Compile, assemble and verify health, attendance or other school information; prepare, maintain and update various student records, logs, reports and files related to health, medications, health office visits, accidents, illnesses, immunizations, screenings, attendance and assigned duties.

Provide general information and assistance regarding health and other assigned activities; respond to inquiries and provide general information to personnel, students, parents and others regarding student health functions and related services, issues, needs, activities, policies and procedures.

Communicate with District personnel, parents, students, health agencies and outside organizations to exchange information and resolve health information issues.

Utilize standard health instruments and first aid supplies; operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Input a variety of student health data and other information into an assigned computer system; maintain automated records and files; generate computerized lists and reports as requested.

Refer health care issues to and arrange services with appropriate staff; monitor and follow up on health issues to assure student needs are being met.

Assist with coordinating and arranging various screenings, tests, events and activities for students as directed.

Maintain the health office and other assigned work areas in a clean, orderly, sanitary and safe condition.

Prepare/maintain classroom first aid kits.

Assist with basic office functions; greet students, parents and visitors; provide coverage for school secretary.

Attend mandatory trainings as required by the position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic health office practices, terminology, procedures and equipment;
Health and safety regulations;
Basic first aid and CPR procedures;
Proper dispensing and administration of medications;
Basic health care practices and procedures;
Clean and sterile treatment techniques;
Operation of a computer and assigned software;
Modern office practices, procedures and equipment;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Telephone techniques and etiquette;
Methods of collecting and organizing data and information; and
Record-keeping and filing techniques.

ABILITY TO:

Perform a variety of activities in support of student health services;
Screen and assess medical conditions of students;
Examine students and identify illnesses, injuries and medical emergencies;
Provide treatment and administer first aid and emergency medical care as necessary;
Dispense medications to students according to physician instructions;
Prepare and maintain student immunization and health records and files;
Learn, interpret, apply and explain applicable regulations, policies and procedures;
Compile and verify data and prepare reports related to student health;
Operate a computer and assigned software;
Understand and follow oral and written instructions;
Meet schedules and time lines;
Observe health and safety regulations;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community;
Model appropriate behavior around and interact appropriately with children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school. One year of clerical or health office experience, preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency. (training will be provided)

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment

Subject to fumes and odors such as blood, vomit, urine and feces

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation in English;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Climb stairs, steps, and step ladders;

Lift up to 20 pounds;

Carry up to 20 pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids

Exposure to illness and contagious conditions (i.e., lice, chicken pox, flu)

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Board Approved 2/8/10

Previously Community Liaison/Health Assistant