

**JOB TITLE: HEALTH CLERK**

**BASIC FUNCTION**

Under the direction of an assigned administrator and the technical oversight, direction and guidance of a nurse, to perform a variety of duties pertained to student health; assist in the care of chronically or acutely ill, or injured students, administers routine first aid and initiates emergency treatment; to perform general clerical functions in support of the school office; and to do other related work as assigned. Incumbents in this classification provide a variety of health-related services to students which directly supports learning.

**ESSENTIAL JOB FUNCTIONS**

- Complies with the Health Services Procedure manual including public health policies
- Renders first aid to injured and ill students and staff. Contacts parents, administrators and nurses when appropriate
- Contacts administrators, parents and others in accordance with emergency contact procedures
- Provides a quiet, comfortable, calming atmosphere for ill and injured students
- Assist in personal care and hygiene of students
- Assures medication compliance with the California Education Code, District policy, and prescription instructions regarding the administration of medication. Administers medications to students as prescribed
- Ensures that medications are safely secured/locked in proper storage/containment areas
- Observes students and staff to detect potential emergency situations and take appropriate action
- Assists with the preparation of a variety of health assessments and reports pertaining to the health and wellness of students, including but not limited to physical health, vision, hearing, scoliosis, immunizations, known allergies, etc.
- Assists in collecting and compiling data concerning student health and assist in follow-up activities
- Communicates with parents regarding student health-related issues
- Provides clerical support to school office as assigned
- Records health appraisal results on health records
- Assists with immunization compliance
- Maintains a health office log for student visits and medications as well as students with specialized health care needs
- Assists nurse, students, staff for the purpose of providing specialized treatments and monitoring medical treatments, and testing
- Stocks work areas, e.g. sinks, counters, buckets, cots for the purpose of maintaining a sanitary environment
- Administer prescribed medication to students in compliance with District policy and guidelines
- Trains students to assist in the health office while maintaining the confidentiality of student records
- Performs other duties related to the class as assigned

**JOB REQUIREMENTS – QUALIFICATIONS**

**Skills, Knowledge and/or Abilities Required:**

Skill to:

- Operate standard office equipment including use of computer applications
- Correct English usage in both written and verbal form, spelling grammar and punctuation
- Perform basic arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Perform first aid and emergency treatment for ill and injured students
- Establish and maintain cooperative working relationships with staff, students and the public
- Communicate effectively in writing and orally to staff members, administrators and parents

Knowledge of:

- Basic first aid and CPR
- Health care practices and procedures including Blood Borne Pathogens Exposure Control Plan
- Basic symptoms of communicable and other childhood related diseases
- Operation and appropriate use of health equipment and safety gear

Ability to:

- Analyze situations and initiate an effective course of action
- Take appropriate action in health-related emergency situations
- Understand and carry out oral and written instruction
- Maintain confidentiality regarding student health information and records
- Work courteously and tactfully with co-workers, public, pupils and parents
- Promotes team building and a positive work environment
- Multitask and adapt easily to new work assignments, additional priorities, and new procedures
- Work without close monitoring and meet deadlines
- Identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Maintain high level of professionalism in keeping the needs of students a top priority
- Communicate effectively in oral and written form to staff members, administrators and parents
- Keyboard at an acceptable rate of speed.

**PHYSICAL DEMANDS**

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, it is deemed that he or she can also do sedentary and light work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Experience:

Two (2) years of experience performing a variety of health care practices and procedures, is preferred.

Education:

Equivalent to the completion of High School.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possess and maintain valid First Aid and CPR certificates
- Possess and maintain a valid California Driver's License along with evidence of insurability