

HEALTH CLERK

DEFINITION

Under general supervision of the site administrator and/or the Coordinator of Health Services, assists in performing a variety of functions in the student health program; assists in the care of ill or injured students; administers routine first aid and emergency treatment; performs general clerical functions in the student health program; and performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- assists with evaluating acute illness or injury; may transport ill or injured students
- assists with screening for infectious and communicable diseases
- assists with checking for compliance with student immunization requirements and first grade physical examination requirements
- provides first aid and emergency treatment as needed
- contacts parents or other responsible persons regarding ill or injured students
- may perform medically-related procedures under the supervision of the school nurse
- assists the nurse with screening, retesting and follow-up
- weighs and measures students
- maintains a daily log of student and parent contacts
- assists in the health assessment of participants in the outdoor camp program
- creates and maintains health records including immunization files, medication book and substitute notebook, assists with LEA Medi-Cal billing
- performs clerical and office tasks, including typing, proofreading, filing, verifying and recording health information on student health records; completes various forms as required
- assists office visitors by providing information on routine procedural questions
- types from oral directions, rough drafts or notes, as well as from records, tests, reports, memoranda, tables, lists and other documents
- operates Xerox machines, facsimile machines, calculators and other office machines and related equipment
- follows all established health office procedures and protocols
- receives cash and maintains transaction records
- may issue re-admit slips to students and assist in overseeing students; maintains order while students are waiting

QUALIFICATIONS

Knowledge of: Principles, methods, and practices of first aid and routine emergency treatment; standard policies and procedures pertaining to student health services equipment, supplies, and terminology commonly associated with a student health facility; emergency service agencies within close proximity of the assigned school site; general office clerical procedures and automated record management, storage and retrieval systems. **For Bilingual positions: knowledge of written and oral Spanish or other designated language.**

Ability to: Perform routine first aid and emergency treatment for ill and injured students; communicate effectively in oral and written form; evaluate student illness or emergency situations and determine an appropriate course of action; establish and maintain a variety of files and records; effectively operate a micro-computer and use appropriate software applications; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crunch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

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

EXPERIENCE AND EDUCATION

Experience: One year of paid experience performing a variety of general office work in a medical office or one year of paid experience working with school-aged children.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental course work in typing, computer record management, and general office practices is desirable.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carried may be required.

Certificate Requirement: Verification of a current First Aid and CPR certificate issued by the American Red Cross is required at time of employment, and must be kept current as a condition of employment.