

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-
 - and substitute notebook, assists with LEA Medi-Cal billing
 - performs clerical and office tasks, including typing, proofreading, filing, verifying, recording health information on student health records; completes various forms 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;

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-