

HEALTH OFFICE CLERK

DEFINITION

Under general direction of the credentialed administrator and the credentialed school nurse, assists in the daily operation of a school health office by, administering basic first aid, assisting students who are ill or injured in accordance with State laws and District policies, and performing a variety of clerical duties.

TYPICAL DUTIES

Assists the school nurse in maintaining electronic student health records and files, preparing reports, performing clerical support, and maintaining cleanliness and organization of the school health office.

Assists with the administration of medication to students as prescribed by a licensed healthcare provider, in accordance with established policy, and under the guidance of the school nurse.

Communicates orally or in writing with parents and school personnel.

Prepares documents and reports requested by the school nurse related to the health program.

Reviews student immunization records and alerts the school nurse or the school administrator when immunizations are not in compliance with current State law.

Assists students with toileting and activities of daily living.

Maintains supplies in the health office including first aid kits, and prepares requisitions for needed replacements.

Provides basic first aid for ill or injured students.

Maintains efficiency in the flow of student health office visits.

Contacts parents/guardians if a student must be released from school for health reasons.

Responds to emergency needs of students, accidents, and emergency illnesses at school.

Assists the school nurse with the exclusion and readmission of students with infectious or communicable diseases or inadequate immunizations according to established policy.

Performs limited specialized physical healthcare procedures (treatments) such as blood glucose testing, treatment of low blood sugar, mechanical nebulizer treatment or administration of emergency medication with appropriate training and supervision by the school nurse.

Reports suspected child abuse to appropriate agency.

Maintains confidentiality in accordance with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Health Office Clerk provides clerical support to the school health office and delivers specialized health care procedures and medical treatments not requiring a nursing license to students on an as-needed basis.

A Health Care Assistant assists teachers and nurses by helping in the training and education of disabled students by presenting educational material or exercises and applying approved medical procedures.

An Office Technician performs a variety of clerical duties ranging from entry-level to those requiring the exercise of judgment based on training and experience.

SUPERVISION

General supervision is received from a credentialed administrator and the credentialed school nurse. Supervision and training for medical/health procedures must be received from a credentialed school nurse.

CLASS QUALIFICATIONS

Knowledge of:

- Office practice and procedures
- English usage, correct spelling, punctuation, vocabulary, and grammar
- Operation of various office machines
- First aid principles and techniques
- Cardio-pulmonary resuscitation procedures
- Suspected child abuse reporting requirements
- Basic medical terminology
- Microsoft Word and Outlook and other software applications

Ability to:

- Maintain confidential health information
- Read, write and orally communicate in English
- Communicate effectively with students, parents, and District personnel
- Establish effective rapport with students, teachers, health personnel, and parents
- Alphabetize and maintain files
- Keep accurate records and perform basic arithmetic computations
- Accurately type and perform data entry
- Accurately follow oral and written instructions
- Perform first aid and cardio-pulmonary AED resuscitation
- Operate and use a computer and internet
- Understand and correctly implement specialized physical healthcare procedures as trained by the credentialed school nurse

Special Physical Requirements:

- Physical agility sufficient to push/pull, squat, twist, turn, bend, stoop and to reach overhead
- Ability to lift up to 50 pounds or over 50 pounds with assistance to lift, push, and pull students, in wheelchairs
- Sufficient hearing to conduct in person and telephone conversations
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone
- Sufficient vision to read printed materials and visually inspect students

Manual dexterity sufficient to write, use telephone and business machines, and perform limited medical treatments

Physical stamina sufficient to sit, stand or walk for prolonged periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office practices and procedures, and business English.

Experience:

Six months of clerical experience.

Special:

A first-aid certificate issued by the American Heart Association or American Red Cross must be current and kept valid during the term of employment.

A CPR/AED certificate issued by the American Heart Association or American Red Cross must be current and kept valid during the term of employment.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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