



## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### Health Clerk

Established date: 7/1/2015

Revision date: 11/17/2015

#### **GENERAL PURPOSE**

Under general supervision, performs first aid, provides emotional support, and performs routine health screenings for students and staff; administers medications with physician's orders; assists in the instruction of hygiene and physical development; maintains student health records; provides backup to other school administrative support staff; may provide logistical support for meetings and school events; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

A Health Clerk performs routine and minor first aid to students and staff in the event of injury or illness within a framework of established policies and procedures. Additionally, incumbents maintain a variety of student health records and documentation. Assigned work requires the use of judgment in selecting appropriate first aid treatment and the knowledge of when to escalate to medical professionals.

Health Clerk is distinguished from Licensed Vocational Nurse in that an incumbent in the latter class is less clerical in nature and requires the incumbent to have the knowledge and certification to perform more advanced medical treatment and support.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Provides a variety of clerical support functions related to the maintenance of confidential electronic and paper student medical records; inspects records of newly enrolled students; verifies immunization records, required physical examinations, health problems, and/or medication needs and provides necessary notifications and follow-up; maintains student emergency notification cards; maintains records of all medications and medical services provided; completes and maintains insurance and accident reports; maintains a variety of other records and information; types and distributes health notices and information to teachers and parents.
2. In compliance with established procedures, performs basic first aid care and treatment of injured and sick students and staff; conducts basic assessments of symptoms; makes decisions regarding sending students home, based on established protocols; contacts parents or guardians in the case of illness and to provide medical information and paperwork; provides encouragement or a place to rest for students who are not feeling well; in the event emergency care is required, calls for emergency assistance and communicates with staff, registered nurse and parents as necessary.
3. Dispenses and administers non-prescription and daily prescription medications based on approved instructions received from students' physicians and parents; monitors glucose levels for diabetic children; monitors menus for children with severe allergies and stores and utilizes Epi-pens in the case of severe allergic reaction.
4. Assists registered nurse in various health clinics, in inspections for communicable diseases and/or parasites, and in performing necessary clerical work; assists and instructs students in personal hygiene; assists in toileting, lifting, cleaning and dressing students as necessary.
5. Assists in school administrative support functions including support to students, parents, other staff and the public over the phone or at a public counter, and routine clerical support and recordkeeping.

6. Operates and performs minor maintenance and repairs of school office equipment, including computers, copiers, printers, and/or laminators; copies, sorts, and collates various documents and materials, including duplication; submits work orders for facilities maintenance and repair.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. First aid, CPR and health care treatment practices and procedures applicable areas of assigned responsibility.
2. Methods and practices of providing routine medical/physical care to students with asthma, diabetes, severe allergies and dietetic restrictions and other conditions of similar difficulty and complexity.
3. Universal precautions and control of infectious diseases.
4. Proper procedures for the storage of medicine, medical supplies, and equipment.
5. Health and safety regulations and requirements applicable to a school district.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
7. Records management, recordkeeping, filing, and basic purchasing practices and procedures.
8. District rules, policies, and procedures applicable to student health and medical records.
9. District rules, policies, and procedures applicable to purchasing and expense reporting.
10. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

### **Ability to:**

1. Perform assigned medically-oriented assessments and first aid/health care procedures efficiently and with compassion and encouragement and to take appropriate emergency action according to established procedures, medical guidelines, and in a timely manner.
2. Recognize signs and symptoms of illness and injury and take appropriate action in accordance with established procedures.
3. Maintain detailed and confidential student records and files.
4. Properly and safely perform assigned duties.
5. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
6. Reach sound decisions in accordance with District and school policies and procedures.
7. Prepare clear and accurate reports, documents, data entries, and files.
8. Communicate effectively, both orally and in writing.
9. Understand and follow written and oral instructions.
10. Establish and maintain effective working relationships with administrators, staff, students, parents, the public, and all those encountered in the course of work.

## **Education, Training and Experience**

A typical way of obtaining the knowledges, skills, and abilities outlined above is:

Graduation from high school or GED equivalent, and at least one year of responsible experience in clerical or administrative support in a medical environment; or an equivalent combination of training and experience. Experience in a school district is preferred.

## **Licenses; Certificates; Special Requirements**

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

CPR and First Aid certificate required. Renewal of this certificate will be required every two years at the expense of HBCSD.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record, and fingerprinting required.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; uses basic math; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; responds to emergency situations; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

**WORK ENVIRONMENT**

The employee works in a school office environment where the noise level is usually quiet to moderate. The employee may periodically be exposed to germs, bacteria, or parasites.

FLSA Designation:	Non-Exempt
EEO Category:	Administrative Support Worker
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing