

HEALTH CLERKJob Summary

Under the general and functional direction of the Director of Categorical Programs/Testing, the Health Clerk is responsible for assisting with the health care needs of students in the school district.

Qualifications:Required Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities needed to perform the functions of the job.

- High school diploma or equivalent
- Valid First Aid Certification
- Basic CPR Card
- Valid California Driver License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)
- Possess or be eligible for one of the following certificates or licenses:
 - Licensed Vocational Nurse (LVN)
 - Registered Nurse (RN)
 - Certified Nursing Assistant (CNA)
 - Home Health Aide Certificate (HHA)
 - Emergency Medical Technician (EMT)
 - Other Health Certification acceptable to the District
- One (1) year of successful experience involving contact with students with special medical needs, children with chronic health conditions, school / day care experience, or similar experience
- Reliable transportation
- Proof of automotive liability insurance

Other Desirable/Preferred Employment Standards:

- Ability to read, write and speak in both English and Spanish in a clear manner, using correct grammar, spelling, and punctuation and pronunciation.

Knowledge and Ability:

1. Signs and symptoms of basic childhood illnesses.
2. State health laws pertaining to school children.
3. Basic medical terms, codes, and acronyms.
4. Basic treatment for common medical conditions.
5. Operation of computer, A-V equipment, and standard office equipment.
6. General knowledge of health-related issues and State/School laws.
7. Demonstrate competence with necessary computer software programs utilized in course of work.
8. Understand and follow oral and written directions.
9. Adapt to flexible and changing nature of the position.
10. Complete several tasks in a timely and efficient manner.
11. Perform duties and follow medically prescribed procedures under stress of an emergency.
12. Establish and maintain supportive and cooperative rapport with school personnel, public, parents, and students.
13. Perform routine, repetitive duties to completion.
14. Print and write legibly.
15. Work independently with little direction.

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Assists in maintaining health office files and supplies in a clean, orderly, and sanitary condition.
2. Communicates with parents and school staff by phone as directed by the Health Services Coordinator.
3. Records results of health screenings on student cumulative health records.
4. Assists parents in seeking health care services as required and provide referrals to appropriate physicians and health care providers.
5. Assists in making home visits to promote understanding of health problems and appropriate care to resolve them.
6. Assists in administration of medications and first aid to students while at school sites.
7. Performs clerical and computer tasks related to health care programs and maintains all related records and files.
8. Assists in compiling data for Medi-Cal billing and maintains related mandated cost data.
9. Assists in keeping the district database for student health care current and up to date.
10. Writes brief and concise notes to teachers and staff.
11. Works with specialized medical equipment; performs minor medical procedure as specified on physician's orders, as directed.
12. Maintain inventory of medical supplies and equipment.
13. Consults with medical personnel, staff, and teachers regarding student health care.
14. Verifies immunization status and maintains immunization records of students; complies with immunization regulations, sending out notices for non-compliance as necessary.
15. Conducts inventory of all medications dispensed at school sites.
16. Assists during kindergarten registration.
17. Assists with CHDP, TB Skin test reports, scoliosis screenings, head checks, communicable disease screening and reporting, vision and hearing screenings, and other health screenings and assessments.
18. Assists with data collection and completing reports required by the State, County, and District.
19. Assist in the development and implementation of student health care plans.
20. Learn and apply disability provisions under Section 504 and other pertinent health related laws.
21. Assists with health education presentations.
22. Performs other duties as assigned.

Working Conditions:

- Environment: School environments, and student home environments
- Physical Abilities: Vision to read and write notes, messages, memos, reports and monitor student activities with or without aides; hearing and speaking to exchange information and provide assistance to students; bending at the waist; walking and standing for extended periods of time; dexterity of hands and fingers to operate assigned equipment; and ability to lift equipment and students weighing up to 50 pounds.
- Hazards: Potential for contact with blood-borne pathogens and communicable diseases. Contact with dissatisfied or abusive individuals.
- Hours of work: 5.75 hours/day; 184 work days/year; school days only; occasional evenings/weekends for special activities (health fairs, registration activities, etc.) as arranged.

Salary:

- Regular (Base): Classified Salary Schedule Step 13
- LVN: 5% differential
- RN (non certificated): 10% differential