

Recommended Job Description -- Health Office Clerical Worker

Title: Health Office Clerical Worker

QUALIFICATIONS:

- High school graduate, college experience recommended
- Completion of an approved Red Cross First Aid/CPR class current program completion
- Exemplary interpersonal, communication, technology, organizational, clerical skills.

REPORTS TO:

- Certified School Nurse
- Administrator as designated by the district

JOB GOAL: To provide reception services, clerical assistance and technical support to the Certified School Nurse in order to optimize the delivery of comprehensive school health services. All duties are to be performed in accordance with district and state Board of Education policies and guidelines.

PERFORMANCE RESPONSIBILITIES:

Clerical

- Assists with collection and maintenance of health records and data.
- Perform clerical duties such as: data entry, duplicating, filing, and preparing files, folders, rosters, emergency cards, health protocols, etc. utilizing appropriate technology.
- Assists with weekly, monthly, and annual reports.

Office Maintenance

- Serves as receptionist including greeting clients, answering telephone, and maintaining logs.
- Monitors health office traffic flow.
- Inventories and maintains health office supplies.
- Assists in maintaining a safe, clean and neat environment.

Clinical Assistance Under the Direction of a Certified School Nurse

- Provides first aid assistance.
- Assists with vision and hearing screening and other screening as directed, i.e. height/weight, growth, and blood pressure, and inspection for pediculosis when indicated.
- Encourages communicable disease prevention practices, i.e. handwashing, good hygiene, covering cough/sneezes, etc.
- Accompanies ill or injured students when directed and retrieves students as needed for health services.

Communication

- Maintains open communication with the Certified School Nurse, relaying messages as directed to teachers, other school personnel, and parents/guardians in order that a cooperative action will meet the health needs of pupils.
- Maintains confidentiality regarding all school and health-related issues.
- Documents phone and other communications.

TERMS OF EMPLOYMENT:

Hourly pay in accordance with the Educational Support Personnel Contract Schedule in consideration of previous experience.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board policy and contractual requirements for Educational Support Personnel.

IASN BOD Approved: 1-25-00, Edited: 12-1-02