

TEMECULA VALLEY CHARTER SCHOOL

HEALTH OFFICE ASSISTANT

Job Description

THE POSITION: Under general supervision of the Executive Director/Designee, the Health clerk will prepare, maintain and update student health records and files; maintain health office; perform a variety of regular clerical, record keeping, record checking, front office duties and care for basic health care needs of students. May monitor and implement care plans for students with chronic health care conditions such as diabetes. Employees in this classification receive general oversight from a credentialed school nurse.

RESPONSIBLE TO: Superintendent/Principal Or Designee

STATUS: Hourly

Work Year: 11 Months

DISTINGUISHING CHARACTERISTICS: This job class exercises responsibility for the accurate maintenance of student health records and for the timely evaluation, care and referral of student illness and injuries. Employees in this classification administer first aid, perform specialized physical health care procedures (under direct or indirect supervision of a school nurse) as well as providing clerical support as needed. The duties listed below are typical for positions in the class collectively, but no one position will necessarily include all these duties.

EXAMPLES OF DUTIES:

- Organizes, prepares, maintains and updates information for student health records and files.
- Maintain all volunteer Megan's Law & TB test paperwork.
- Receives and screens ill or injured students or staff; determines the nature of the illness or injury; and provides first aid or refers to nurse, doctor, parents and others as required by policies and procedures.
- Administers first aid in conjunction with established school policies and procedures.
- Contacts parents, doctors and/or school nurse regarding accidents or illness and follows their advice
- Prepares accident reports, maintains health related records and logs the result of hearing, vision and scoliosis screenings in Health Cum and in Student Information System (Aeries)
- Trains staff on illness and injury prevention and safety throughout the school year
- Keeps nurse advised about student's health or physical problems
- Attends and facilitates medical 504 plans/meetings as needed
- Administers medication in strict compliance with doctor's orders

- Reviews student immunization records and advises nurse, students, parents, etc. of immunization needs
- Reviews student emergency records and contact parents to obtain necessary information
- Reports suspected child abuse and communicable diseases to school nurse and appropriate agencies
- Inventories, orders and stores health office forms and supplies
- Performs clerical functions such as typing, filing, record keeping and similar duties in support of assigned school agencies
- Transports ill students to medical facilities or home upon approval from parents
- Provides general clerical and office support to the school office on an as needed basis
- Performs other related duties as required

QUALIFICATIONS:

- Must possess a valid First Aid Certificate, CPR Certification and valid California Motor Vehicle Operator's License
- Equivalent to the completion of the twelfth grade; one (1) year clerical and/or medical experience and first aid experience; or any combination of training and experience that could likely provide the desired knowledge and abilities. Medical assistant or other health care background is a plus.
- Correct English usage, spelling, grammar, punctuation and math skills
- Standard office procedures and practices

Ability to:

- Learn and apply school policies and procedures related to student health care/record keeping requirements
- Prioritize competing demands and multi-task in a busy office environment.
- Communicate effectively in both oral and written forms
- Establish and maintain accurate health records and files
- Prepare accurate and concise reports and correspondence
- Operate standard office equipment and machines such as a computer, copy machine
- Receive and give information over the telephone or in person in a courteous manner
- Maintain confidentiality of all staff and student matters
- Work efficiently with frequent interruptions
- Apply general policies and procedures to specific situations
- Maintain reliable attendance
- Lift up to 25 lbs
- Push a wheelchair or other mobility device
- Bend and move in order to assist students who may be unable to move from the ground.
- Respond quickly and effectively in emergency situations