

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: HEALTH CLERK

BASIC FUNCTION:

Under the direction of the District Nurse and Principal, administer medication and routine first aid to ill or injured students; assist students requiring specialized physical health care services or procedures; maintain health records, complete reports and document student conditions all in accordance with school law and District standards and regulations; assist with health screening programs and other health care services as required.

REPRESENTATIVE DUTIES:

1. Perform routine first aid procedures and assist ill or injured students in accordance with school law and District standards and regulations; contact parents and report condition of the student.
2. Assist with the preparation and arrangements for health screening programs performed by the District Nurse and contracted screening agencies; record student screening results and send written referrals prepared by the nurse.
3. Determine whether or not a situation warrants further aid or emergency treatment under the direction of the District Nurse or in collaboration with the school administrator.
4. Administer medication per doctor's order and parent written consent. Follow district procedures for medication administration.
5. Under direction of the District Nurse, perform specialized physical health care services including, but not limited to, blood glucose testing, nebulized respiratory treatments, catheterization, gastrostomy feeding, suctioning, ostomy care, postural drainage and tracheotomy care. Demonstrate competence in the required procedures prior to performing them unassisted.
6. Review student health records to assure compliance with State laws regarding immunizations and health physicals. Follow up with parents and students to assure compliance and provide information about health requirements as needed.
7. Assist in maintaining health records, statistical records, lists and files.
8. Perform a variety of routine clerical duties; type a variety of reports, correspondence, forms, notices and referrals; maintain a variety of files; duplicate materials as directed.

9. Order office supplies as needed according to established Health Services guidelines and established procedures; assist with inventory.
10. Establish and maintain cooperative relationships with students, parents, district staff and others.
11. Contact parents by telephone to follow up as directed by the District Nurse, established district guidelines and/or the site administrator.
12. Perform related duties as assigned.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Basic first aid procedures, CPR, and medical terminology

Record-keeping techniques

Basic aspects of various health programs and compulsory immunizations

Modern office practices, procedures and equipment

Health and safety regulations, including medication administration and Bloodborne pathogens

Oral and written communication skills

Ability to:

Learn and master specialized physical health care services

Administer first aid, CPR and assist students with routine health care

Safely administer ordered medication

Safely lift and carry children of varying and heavy weights

Establish and maintain files, records, reports and referrals

Operate standard office equipment such as typewriter, computer, and duplicating machines

Type and proof accurately

Communicate effectively with students, parents, teachers, District Nurse, and other staff

Work cooperatively with others

Understand and follow oral and written directions

Maintain records and files

Work confidentially with discretion

Analyze situations accurately and adopt an effective course of action

Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid Certificate and CPR Certificate issued by the American Red Cross or other district-recognized organization.

WORKING CONDITIONS:

Health Office environment; subject to exposure to communicable diseases and emergency situations; subject to standing, walking, sitting, running, kneeling, squatting, crawling, stooping and bending; lift, carry, push or pull up to 50 lbs., duties may include activities which involve repetitive use of hands, arms or shoulder and twisting or pressure involving wrists or hands and working with arms above shoulder level; give student direction requiring clear speaking, use a telephone requiring the ability to hear normal voice conversation and the ability to speak clearly; use a computer requiring color vision, peripheral vision, depth perception and the ability to adjust focus; occasionally work with sharp objects (i.e. syringes, scissors); have direct contact with students, parents, and staff; work with tight deadlines; exposed to minor contagious illnesses (e.g. colds, flu).

SALARY RANGE: 51

ADOPTED BY PERSONNEL COMMISSION: July 10, 2002

ADOPTED BY BOARD OF EDUCATION: July 22, 2002