

Oak Grove School District

JOB TITLE: HEALTH CLERK

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To prepare, maintain, and update student health records and files; to maintain a school health office and administer first aid; and to assist with clerical support functions as needed. Employees in this classification receive indirect supervision from district nurses and general supervision from a school administrator within a framework of well-defined policies and procedures. This job classification exercises responsibility for the accurate maintenance of student health records and for the timely evaluation, care, and referral of student illnesses and injuries. Employees in this classification administer first aid as well as providing routine clerical support in the school office as needed.

TYPICAL DUTIES

- Organizes, prepares, maintains, and updates information for student health records and files.
- Receives and screens ill or injured students or staff; determines the nature of the illness or injury and provides treatment and/or refers treatment to doctor, parents, or others as required by established District policies and procedures.
- Administers first aid in accordance with District Health Services guidelines.
- Contacts parents and/or doctors regarding accidents or illnesses and follows District's procedures.
- Prepares accident reports and maintains records.
- Assists District Nurse or designee in school health programs such as hearing, vision, immunization and others, as requested.
- Attends training sessions related to job.
- Administers medication in accordance with District's policy and procedure.
- Reviews student immunization records and follows District's procedure to assure compliance.
- Maintains current lists and files of students with medical and physical problems and advises teachers and staff of special treatment requirements.
- Inventories and orders health office forms and supplies.
- Reports suspected child abuse to school administrator.

TYPICAL DUTIES (Continue)

- Performs standard clerical functions such as typing, filing, record keeping, and similar duties in support of school office operations.
- Assists with attendance; calls parents regarding attendance, assists with preparing and filing records and reports.
- Prepares evacuation first aid kits for the evacuation program.
- Supervises student assistants if applicable.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Knowledge of standard office procedures and practices.
- Knowledge of proper English usage, spelling, and grammar.
- Skill to learn and apply District policies and procedures related to student health care/record keeping.
- Possess current CPR & First-Aid Certification
- Skill to understand and carry out responsible instructions in an independent manner.
- Skill to communicate effectively in both oral and written form.
- Skill to establish and maintain health records and files.
- Skill to prepare accurate and concise reports and correspondence.
- Skill to operate standard office equipment and machines.
- Skill to type accurately at a rate of 35 words per minute.
- Skill to apply general policies and procedures to specific situations.
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties.