

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Health Clerk

BASIC FUNCTION:

Under general supervision of Director, Social Emotional Supportand, and direction of District Nurse and site administrator(s), to assist in performing a variety of functions pertaining to student health appraisal; to assist in the care of ill or injured students; to administer routine first aid and emergency treatment-and implement health and safety systems within the school.

ESSENTIAL DUTIES:

- Assists with the preparation of a variety of examinations pertaining to the health appraisal of students, including physical, vision, and hearing examinations
- Records health appraisal history and the results of health appraisal examinations
- Assists in preparing and distributing reports concerning the findings of health appraisals and in health appraisal follow-up activities
- Renders first-aid treatment to injured and ill students; performs CPR in emergency situations,and takes AED to site of emergency, as needed
- Sterilizes, disinfects, and bandages minor cuts, abrasions and burns
- Observes pupils for signs of shock and other emergency situations, and takes appropriate remedial action following a predetermined procedure
- Takes and records temperatures of ill students and reports the results to health service or administrative personnel as appropriate
- Supports the implementation of individual student health care plans, including concussion protocols, and distributes to staff as needed
- Provides a quiet, comfortable, and calming atmosphere for students
- Performs routine evaluations of student illness and injury situations and determines the need for emergency, supervisory, or administrative assistance
- Under the training and direction of the District Nurse, organizes and administers prescribed medications according to physician instructions and established District procedures as directed; monitors student side effects and notifies parents, appropriate personnel and agencies as required
- Contacts parents or other responsible persons regarding ill or injured students, and/or medication needs and supplies on hand
- Records parent and physician medical excuses and informs necessary personnel of limitations;
- May assist in cleaning and disinfecting of the student health area
- Maintains updated immunization records; monitors immunization compliance maintains list of students with incomplete immunization records; sends follow-up notices to parents
- Entering health/immunization records into the student information system
- Monitoring blood sugar and any other procedures necessary for individual student needs
- Creates and disseminates health concern lists to staff as directed by the District Nurse
- Implements student accident report procedures
- Inspect and maintain records for AEDs on campus
- Organize student medications and first aid kits for field trips under the direction of the District Nurse

OTHER REPRESENTATIVE DUTIES:

- Attends training and/or Professional Learning Community (PLC) meetings as required to develop and maintain skills
- Communicates with school and district personnel, parents, students and various outside agencies to exchange information and resolve issues or concerns

- Orders health supplies and maintains stock
- Performs other related duties as assigned

QUALIFICATIONS:

Knowledge of:

- Principles, methods, and practices of first aid and routine emergency treatment, CPR, and AEDs
- Standard policies and procedures pertaining to student health services and school
- Equipment, supplies, and terminology commonly associated with a student health facility
- Emergency service agencies within the close proximity of the assigned school site
- Record management, storage, and retrieval systems and procedures
- Disaster coordination and supplies
- Proper precautions for exposure to bloodborne pathogens and bodily fluids

Ability to:

- Perform routine first aid and emergency treatment for ill and injured students consistent with District processes and procedures
- Evaluate student illness or emergency situations and determine an appropriate course of action
- Establish and maintain a variety of files and records
- Communicate effectively in oral and written form
- Input student health data in a timely, accurate and efficient manner
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Provide kind and caring service
- Effectively collaborate with District Nurse on behalf of students
- Understand medical requirements
- Shift focus quickly from one task to another
- Respond calmly to emergency situations and lead staff in first aid response when the District Nurse is not present.

MINIMUM QUALIFICATIONS:

Experience:

Previous experience performing health-related services, including but not limited to first aid, CPR, AED is preferred, and general data entry and record keeping, preferably in an educational setting.

Education:

Equivalent to completion of the twelfth grade

LICENSES AND OTHER REQUIREMENTS:

Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Professional appearance which establishes an appropriate example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve

- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor school health office environment
- Outdoor school campus environment
- Constant interruptions
- Subject to bloodborne pathogens, bodily fluids, and airborne particles

Physical Requirements:

- Ability to stand or sit for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to frequently lift and/or move up to 15 pounds, occasionally lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds with assistance
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person and on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone
- Ability to operate office equipment with dexterity and in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, medical and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions and limitations of assigned duties

Hazards:

- Exposure to bloodborne pathogens, bodily fluids, and other communicable diseases

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.