



## WESTRIDGE SCHOOL

### Health Office Assistant

Westridge School is an independent day school for girls located in Pasadena, California. Founded in 1913, the school has an enrollment of approximately 540 girls in grades 4 through 12 and has a long-standing reputation for the excellence of its academic program. Westridge is committed to educating intellectually adventurous thinkers, and courageous, compassionate leaders. Westridge is a vibrant and diverse community that is grounded in the commitment to goodness in all aspects of life and learning. Students are encouraged to learn and thrive in new ways, to try new things, and to be resilient. The school balances challenging academics and a focus on leadership development with a deeply ingrained culture that prioritizes physical and emotional wellness and treating oneself, others, and the world with integrity, respect, responsibility, and inclusion. At Westridge, girls gain the confidence and courage to stand up and speak for the ideals of responsibility and integrity as they take their places in an ever-changing world.

Westridge is seeking an organized, welcoming, and hardworking administrative assistant to support and coordinate the work of the Health Office. The Health Office Assistant provides clerical and administrative support and basic first aid and care for students under the guidance and supervision of the School Nurse. They are responsible for assisting the health office with communicating and implementing health and safety policies and procedures in support of the school's mission and in compliance with federal, state, and local laws.

#### **Specific Responsibilities Include:**

- Perform a variety of clerical tasks such as processing, organizing, updating, and maintaining student electronic health records, and inputting data into the school health database system (Magnus Health)
- Process and track annual student health forms and review for approval, including immunization records and health screenings
- Maintain meticulous records and documentation in the health database system related to student services rendered and any physician instructions received
- Administer over the counter medications to students according to physician orders; dispense medication per established procedures
- Assist students with physical care, when necessary
- Contact parents, health care professionals, and paramedics as required by the nature of the emergency
- Serve on the Emergency Response Team and assist with the various aspects of the school's Emergency Plan; assist with first aid and emergency situations in a calm and efficient manner
- Generate health records and reports (within HIPAA guidelines) to chaperones who will be supervising students on field trips, overnights trips, or other off campus activities
- Work with the school nurse to keep the health office organized and well stocked with needed supplies, including proper disposal of expired medications
- Coordinate annual CPR, Basic First Aid, and AED training for school employees
- Work collaboratively with school personnel to generate lists and track students who have met criteria for school attendance during pandemic measures
- Assist with contact tracing as needed
- Interact with school personnel, parents, and the community when appropriate with professionalism and understanding
- Report suspected child abuse or neglect
- Following the policies and procedures of the school and Health Office
- Perform other related duties as assigned

### Qualifications

- 3 years of administrative experience in the academic or medical field; preferential consideration given to medical experience including as EMT, Athletic Trainer, Licensed Vocational Nurse, or Certified Nursing Assistant
- Valid First Aid, CPR and AED Certification from the American Heart Association
- High degree of comfort and proficiency with computers and database systems, particularly Microsoft Office software and health care data management systems, such as Magnus Health
- Ability to complete detailed data entry with a high degree of accuracy
- Enjoy working with students ages 9-18; demonstrates patience, understanding, and compassion toward children with an illness or injury
- Ability to function independently and balance various duties as needed and to prioritize needs of students when there are several needing care simultaneously
- Excellent interpersonal, written, and verbal communication skills
- Demonstrated ability to maintain discretion and confidentiality
- Ability to understand and follow oral and written directions
- Ability to understand and apply rules, regulations, policies, and procedures
- Collaborative and collegial attitude
- Diligent and well-organized work habits
- Strong commitment to the mission and vision of Westridge School

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to sit or stand for extended periods, use a stepladder, and assist in emergencies as in fire and earthquake drills

### Schedule and Salary

This is a part-time, 10-month, non-exempt position. Must have flexibility to work evenings and weekends when necessary. Salary range depends on qualifications and experience.

### To Apply

Send cover letter, resume, and references to [Jobs@Westridge.org](mailto:Jobs@Westridge.org). Include "Health Office Assistant" in the subject line.

***Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: [www.Westridge.org](http://www.Westridge.org).***