

HEALTHY START PROGRAM CLERK

DEFINITION

Under general supervision, perform a variety of regular clerical, typing, telephone, public contact, and office support duties in assisting with the operation of the Healthy Start Family Services Center; assist with student and family records, contact with students, parents, teachers, District staff, agency personnel and the public. Perform a variety of functions pertaining to health appraisal and appropriate referral for service; and do other related work as required.

EXAMPLES OF DUTIES

Perform a wide variety of clerical work in an organized and friendly manner, including tasks such as standard and statistical typing, proofreading, checking, filing, reporting information on records and compiling information for reports and summaries involved in maintaining case records of students and their families; maintain financial records; type requisitions; receive, shelve and distribute supplies; regularly answer telephone, take messages and serve as receptionist to visitors, teachers, students, parents and community; may direct and instruct student helpers and volunteers in the performance of some clerical and office duties. Assist with the coordination of a variety of activities pertaining to the health appraisal of students, including but not limited to physical, vision and hearing examinations; record health appraisal history and the results of health appraisal examinations and follow-up activities; perform routine evaluation of student illness and injury situations and determine the need for emergency, supervisory or administrative assistance; may give medication prescribed for specific individuals by medical authorities, following a closely controlled procedure; may assist in the cleaning and disinfecting of the examination areas; may administer first aid and call/locate medical assistance in emergencies.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures, and techniques;
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;
Standard office machines and equipment;
Record management, storage, and retrieval systems and procedures;
Standard policies and procedures pertaining to student health services;
Equipment, supplies and terminology commonly associated with a health facility;
Emergency service agencies within close proximity to the assigned site;
Principles, methods, and practices of first aid and routine emergency treatment;
Substance abuse and crisis intervention techniques.

Ability to:

Speak, read, and write Spanish and/or other languages and serve as an appropriate English speaking model as required by the assignment;
Perform general clerical work of average difficulty with speed and accuracy;
Make simple arithmetical calculations with speed and accuracy;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain a variety of files and records;
Effectively work with computerized systems;

Ability to (continued):

Conduct intake interviews and determine an appropriate course of action and notify proper persons and/or agencies;
Perform routine first aid, health screening, and emergency treatment for students and their families;
Give medications as allowed by Board policy, if needed;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students/families, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy; proficient operation of computer terminal and peripheral equipment.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, record management and general office practices; basic first aid, including substance abuse and crisis intervention.

Experience:

One year of paid experience performing a variety of general office and clerical work. Some experience in identifying appropriate referral sources for health related concerns is desired.

REQUIRED LICENSES AND CERTIFICATES

Possession of a valid and current first aid certificate issued by the American Red Cross, which includes CPR training; possession of a valid and appropriate California driver's license; have an acceptable driving record, qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

May require lifting object up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I