

# SCHOOL DISTRICT OF BRADFORD COUNTY JOB DESCRIPTION

## CLINIC ASSISTANT

### MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent preferred.
2. Ability to read basic operating instructions.
3. Hold a valid class D Florida Driver's License and maintain a safe driving record.
4. Satisfactory criminal background check and drug screening.
5. Current licensure in Certified Nurse Assistant or Medical Assistant.
6. Valid CPR certification.

### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic first aid and emergency care; Knowledge of medication policies and procedures; Ability to document student visits and medication administration; Ability to recognize potential health problems in students and report to the Registered Nurse when appropriate; Ability to administer prescription medications to students according to physician instructions;

### REPORTS TO:

School Principal

### JOB GOAL:

To provide first aid and limited health services support for students as directed by the supervising school nurse or administrator.

**SUPERVISES:** N/A

## **PERFORMANCE RESPONSIBILITIES:**

1. Work and communicate effectively, both orally and in writing.
2. Assist with other projects as part of collaborative teams.
3. Keep supervisor informed of potential problems or unusual events.
4. Attend training sessions and workshops as required.
5. Consistently represent the district in a positive and professional manner.
6. Foster and develop a professional image.
7. Refer eligible students for preventive dental services through the dental plan.
8. Contact parents and caregivers concerning health matters.
9. Maintain clinic logs and student health records.
10. Inventory clinic supplies and organize clinic rooms.
11. Protect the confidentiality, integrity and access of student records.
12. Take and record vital signs.
13. Assist with routine health screenings.
14. Make referrals to school nurse, social worker, counselor, administrator, school staff and community agencies as appropriate.
15. Perform other tasks consistent with the goals and objectives of this position.

## **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and /or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the school district's approved compensation plan. Length of the work year and hours of employment shall be those established by the school district. 196 days. 7.5 hours per day.

## **EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the school district's Performance Evaluation System for Non-Instructional Personnel.

**JOB DESCRIPTION SUPPLEMENT: 11**

**SALARY SCHEDULE:** Non- Instructional; Pay Lane Three (3)

**BCSB approved: July 13, 2020**