

### **Health Clerk**

*All employees and volunteers at Twin Peaks work together to fulfill the Twin Peaks Mission Statement. The items listed in this description provide structure to the responsibilities and accountabilities for this position. Metrics will be developed for this position based on the description below. Twin Peaks however expects to employ professionals who will work beyond job descriptions creating both fulfilling career environment and successful outcomes for our students. Values we hold high include: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents and students.*

#### **Role Definition:**

The Health Clerk will oversee the Health Office and is responsible for administering minor and sometimes major first aid, maintains and updates student health records, and accurately administers medications.

#### **Responsibilities:**

- Administer minor first aid to ill or injured students. Duties include determining severity of illness/injury, calling 911 if necessary, monitoring chronically ill students, monitoring the exposure of others to diseases and contagious illnesses, disposing properly of body fluids, and performing technical procedures as necessary (i.e. blood glucose testing, subcutaneous injectable epinephrine).
- Maintains and manages student immunization records and ensure all students are state compliant. Prepare needed immunization plans and track students who are in the process of updating records for compliancy.
- Ensure the integrity, security, confidentiality and privacy of student health records
- Ensure that student health record-keeping procedures comply with state and federal law, school and district policy
- Dispense medications and log into daily medications records, notify parents/guardians when medications are running low and ensure paperwork is properly maintained in file.
- Prepare and maintain student health files, including all health records, documents and reports. This includes documents to inform teachers/specialists of children with special health needs.
- Coordinates student vision/hearing/dental screening
- Contact parents/caregivers of ill or injured children, document all head injuries, file necessary accident reports in accordance with established health office procedures and prepare student to go home if necessary. Compile and submit student injury reports to delegated nurse.
- Prepare and submit all district and state required reports including: State immunization reports, asthma report, varicella report and health conditions report.
- Maintain a clean and orderly health office, including inventory and ordering of supplies.
- Assist in control of nuisance diseases per instruction of District Nurse and state health department.
- Oversees field trip paperwork
- Provides back up phone, front desk, and playground support as needed
- Performs additional duties as required.

#### **Education and Experience:**

- Current Red Cross CPR/ First Aid Certification Required
- Oral and written communication skills
- Operating knowledge of personal computer programs such as Excel, and Word
- Ability to multi-task with frequent interruptions
- Ability to manage multiple priorities
- Ability to diffuse and manage volatile and/or stressful situations
- Ability to work with students with diverse backgrounds and abilities
- Ability to communicate, interact and work effectively and cooperate with people from diverse ethnic and educational backgrounds.
- Bilingual oral and written communication skills preferred
- Experience with Infinite Campus strongly preferred

- Strong Interpersonal and team building skills
- Demonstrated ability to create and maintain records