

MODESTO CITY SCHOOLS

JOB DESCRIPTION

HEALTH OFFICE ASSISTANT

DEFINITION:

Under the direction of the site Principal, administer basic first aid and screen ill or injured students in accordance with applicable laws and regulations; prepare and maintain student health records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer basic first aid to students and staff as appropriate; screen student complaints relating to medical conditions; perform CPR as needed; take and record temperatures; coordinate the release of students to parent or guardian in event of serious illness; ensure the health and safety of students by following health and safety practices and District procedures; provide ice packs and bandages.
- Dispense medications according to physician instructions and prescribed procedures; maintain records of dosage including amount, time, medication, authorizations and related information.
- Prepare, update, and maintain logs, medication records, confidential health lists, emergency cards, student health referrals and reports, immunization compliance, accident or injury reports, list of students with special health problems, child abuse reports, and other related matters under the direction of the school nurse.
- Contact other schools to request health records; provide health records to others according to established policies and procedures; assist with and refer emergencies, serious illnesses, or injuries to the school nurse and administrators.
- Coordinate vision, hearing, scoliosis and various other screening tests and clinics for students as appropriate; check records for proper immunization, inform the school nurse and parents of incomplete immunizations, and maintain a waiver list; assist with the preparation, arrangements, and implementation of mandatory health screening including child health and disability prevention, athletic physicals, tuberculosis, vision, hearing, and scoliosis.
- Record test results on health folders and student health database; assist the school nurse with exclusion of students with infectious or communicable diseases or inadequate immunizations according to established guidelines and procedures.
- Track student immunization records; send notices to parents regarding immunization expiration; maintain the student health database, create and maintain demographic data and files, write queries and generate a variety of periodic and special reports, lists, labels, and other data from the student database as requested by the school nurse.
- Process health information for new or transferring students and enter information into the student health database; provide copies to staff and parents as directed by school nurse; inspect students for head lice, follow up on positive cases, inspect for elimination of lice, and consult with parents regarding use of appropriate anti-lice products according to District procedures.
- Contact parents of students who are absent due to illness and update student information on emergency cards as necessary; alert parents of required immunizations, maintain communication with parents until immunizations are complete, and update student health database with current immunization information.
- Ensure cleanliness, safety and order of the health office; assist in ordering, receiving and maintaining inventory of first aid supplies as necessary; clean cots/equipment; prepare bulletin boards and displays as directed; requisition, receive, and store health care supplies; maintain inventory of supplies/equipment; prepare and replenish First Aid kits for distribution to teachers, nutrition services staff, custodians, campus supervisors, and other school staff.
- Operate standard health instruments; operate a variety of standard office equipment including a computer and assigned software.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:**Education and Experience:**

- Any combination equivalent to: graduation from high school and one year of clerical or health office experience.

Licenses and other Requirements

- Valid First Aid and CPR Certificate issued by an authorized agency.
- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.

DESIRED QUALIFICATIONS:

- Some experienced working with school age children in an organization setting or learning environment.

Knowledge of:

- Basic health office practices, terminology, procedures and equipment.
- Health and safety regulations.
- Basic first aid and CPR procedures.
- Clean and sterile treatment techniques.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Screen students for various health and safety concerns.
- Administer first aid and CPR.
- Type/keyboard at a net rate of 35 words a minute.
- Prepare and maintain student health records.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Respond effectively and appropriately to emergency situations.
- Observe health and safety regulations.
- Type and input data at an acceptable rate of speed.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Work confidentially with discretion.

WORKING CONDITIONS:**Work Environment:**

- Health office environment.
- Constant interruptions.

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.

- Dexterity of hands and fingers to operate medical equipment.
- Hearing and speaking to exchange information.
- Lifting and moving students as assigned by the position.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally to retrieve supplies.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and screen student health conditions.

Hazards:

- Exposure to blood-borne pathogens and bodily fluids.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 6/10/2014

Unit Approved: 8/27/2014

Board Approved: 9/8/2014

FLSA Status: Non Exempt