



Office Asst 4 / Health Clerk

Purpose Statement

The job of Office Asst 4 / Health Clerk is done for the purpose/s of providing support to the school site operations with specific responsibilities for administering first aid/CPR, 504 accommodations, immunization compliance, health screenings, attendance compliance, maintaining health room and first aid supplies and materials, and other duties as delegated by the school nurse.

This job reports to Building principal and nurse

Essential Functions

- Administers first aid in accordance to the level of training provided by the school nurse for the purpose of meeting immediate health care needs.
- Assists school with immunization compliance issues for the purpose of following district, state and federal guidelines.
- Assists the school nurse in scheduling and performing health screenings (e.g. lice, vision, hearing, scoliosis, height/weight, etc.) for the purpose of identifying health concerns and/or delivering school health services in compliance with established guidelines.
- Conducts preliminary evaluation of students referred to the health room and refers to the school nurse if necessary for the purpose of ensuring their safety and/or referring to a medical professional for review and/or services.
- Follows Utah County Health Department guidelines for infection diseases for the purpose of ensuring the health and safety of students and staff.
- Maintains AED record keeping for the purpose of documenting operation and use of AED equipment.
- Maintains student confidentiality for the purpose of complying with FERPA and HIPPA.
- Maintains inventory of office supplies and materials, including first aid kits, and places orders as needed for the purpose of ensuring items availability as needed.
- Maintains accurate and complete documentation of all student interactions for the purpose of providing information required by regulatory requirements.
- Maintains neat and orderly health room for the purpose of maintaining an efficient and effective work environment.
- Notifies school nurse and principal of severe injuries, illness, unexcused absences or unusual incidents for the purpose of coordinating follow-up treatment and services.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides direct support to students with 504 accommodations for the purpose of ensuring compliance with 504 plans and federal guidelines.
- Reports suspected child abuse and notifies assigned site administrator and school nurse for the purpose of maintaining students personal safety, a positive learning environment and adhering to regulatory requirements and established guidelines.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid/CPR; handling body fluids and waste materials; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records .

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency first aid/CPR procedures; safety practices and procedures; and health standards and reporting procedures .

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; being sensitive to and communicating with young adults/teenagers regarding a variety health needs; adapting to changing work priorities; being attentive to detail; and displaying tact and courtesy.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

CPR Certificate Renewal
First Aid Certificate Renewal

Certificates and Licenses

CPR/First Aid Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

Salary Grade

Lane 4