

PLUMAS LAKE SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Health Clerk
DEPARTMENT:
FLSA: Non-Exempt
REVISED:

REPORTS TO: Site Principals
CLASSIFICATION: Classified
SALARY GRADE: 007
BOARD APPROVED:

BASIC FUNCTION: Under immediate supervision of a school nurse and/or site principal, performs first aid and routine health office clerical duties in one or more schools.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Assist with mandated vision, hearing, scoliosis screening and other programs as directed. Including the notification of parents and staff of failed screenings.
2. Act as liaison on behalf of the student and their family to coordinate health and/or other community services.
3. Contact agencies and providers to facilitate referrals and consults with service providers regarding progress and outcomes.
4. Maintain current and accurate records. Documents contacts with families, agencies and providers as well as outcomes of referrals.
5. Perform routine first aid procedures and assist in screening ill or injured children.
6. Dispense prescription drugs and keep accurate records.
7. Maintain student health information including health screening results in the districts student information system and student health files.
8. Maintain and order health supplies for the schools in coordination with the school principal.
9. Collect data for the Medical Administrative Activities (MAA) and mandated costs programs.
10. Copy and distribute Medi-Cal information to children and their families.
11. Clerical support for Medi-Cal eligibility outreach.
12. Provide health related information to children and/or their parents.
13. Clerical support for health service referrals.
14. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

High school diploma or equivalent required with additional vocational or special training in health care assistance desirable. Two years of relevant clerical or health care assistant experience is required.

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LICENSES AND OTHER REQUIREMENTS:

CPR Certificate

First Aid Training

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requires knowledge of medical terminology and basic first aid and CPR practices. Incumbent must be familiar with State Health Codes, State Education Codes and policies, procedures and practices. English grammar, punctuation and spelling; standard types of office filing systems, proper telephone etiquette and techniques; common equipment utilized in an office environment.

ABILITY TO:

Requires the ability to assess situations and apply applicable regulations and procedures when administering first aid or health care assistance. Requires the ability to remain calm and patient while carrying out duties. Accurately type and learn to efficiently use various computer hardware and software programs; communicate effectively both in oral and written form; follow instructions; organize and prioritize work; perform basic research and report results; read and apply rules, regulations and procedures; learn appropriate filing and record keeping systems; deal effectively with students, parents, administrators and the general public.

WORKING CONDITIONS:

ENVIRONMENT: Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.