

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

HEALTH CLERK - BILINGUAL

DEFINITION

To assist in the maintenance of health records, referrals and reports; to administer routine first aid and assist in screening ill or injured students in accordance with school law and district regulations; to assist with health testing programs and other required health care services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the coordinating district nurse.

Receives immediate supervision from higher level administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs preliminary first aid procedures (i.e., wash wounds, apply ice packs, take temperatures, etc.). Contacts parents and provides health assessment information; assists with the preparation and arrangements for health testing programs performed by the School Nurse and records student test results. Assists parents in the completion of health records and forms. Explains basic aspects of various health programs and compulsory immunizations. Reviews student health to assure compliance with State laws regarding immunizations and performs follow-up with students and parents. Assists in maintaining health records, statistical records, lists and files. Performs a variety of routine clerical duties including typing reports, correspondence, forms, notices and referrals.

QUALIFICATIONS

Knowledge and Abilities:

Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.). Ability to establish and maintain effective communication with individuals whose primary language is other than English. Ability to serve as an interpreter and translator. Knowledge of basic first aid procedures, CPR and medical terminology. Knowledge of basic record-keeping practices. Knowledge of basic aspects of various health programs and compulsory immunizations. Ability to administer first aid and assist students with routine health care. Ability to maintain routine clerical records and compile information. Ability to operate standard office equipment such as typewriter and duplicating machines. Ability to understand and carry out oral and written directions. Ability to establish and maintain cooperative working relationships with

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Health Clerk – Bilingual (Continued)

Knowledge and Abilities (Continued)

those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience working in a health services setting is desirable.

Training:

Equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS:

Incumbents are required to pass the district proficiency test in the area to which assigned.

LICENSE OR OTHER REQUIREMENTS

Possession of or the ability to obtain first aide and CPR certificates.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

BOARD APPROVED: DECEMBER 10, 1991