

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

HEALTH CLERK

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 temperature, 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:

Knowledge of basic first aid procedures, CPR, and medical terminology. Knowledge of basic recordkeeping 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 perform 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 relationship with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Health Clerk (Continued)

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.

LICENSE OR OTHER REQUIREMENTS

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

SALARY

Reviewed and Agreed to by:

Incumbent: _____ Date: