

**Job Title: BILINGUAL HEALTH CLERK**

**Definition:**

Under immediate supervision of the site Administrator or designee, performs a variety of health related tasks of above average difficulty.

**Distinguishing Characteristics:**

This classification is distinguished from other clerical positions in that it is a health related position, and under the medical supervision of the school nurse.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Attends to the health needs of ill or injured students according to standard protocols.
2. Assists students with the administration of prescribed medication.
3. Maintains student health records and assists with compilation of related lists/reports.
4. Sends parental notifications regarding need for updated immunizations, school physical exam, dental exam, etc.
5. Performs health related clerical duties including recording/filing of mandated health screening, hearing/vision, scoliosis, color vision, etc. Enters required health data in computer.
6. Administers emergency care as trained, including CPR, epipen injection, glucagon injection or other life sustaining measures until paramedics arrive.
7. Performs specialized physical health care procedures as trained by the School Nurse including but not limited to: diabetic monitoring, toileting, nebulizer treatments, G-tube feedings, etc.
8. Assists the school nurse with targeted activities aimed at improving student health, attendance, and academic progress, including:
  - Maintaining computerized documentation of daily student health office visits in order to identify specific health trends.
  - Assisting the school nurse with classroom student health and wellness presentations based on areas of concern identified in the health trend analysis, i.e. hygiene, hand washing, nutrition.
  - Assisting the school nurse with parent health presentations providing detailed information regarding “healthy habits”, avoiding illness, proper nutrition, importance of sleep, etc.
  - Assisting the school nurse in monitoring and evaluating effectiveness of health and wellness student and parent education.

**Minimum Knowledge, Skill And Ability**

**Knowledge of:**

- Modern office methods, typing, filing, and school health care mandates
- Basic CPR and First Aid

**Job Title: BILINGUAL HEALTH CLERK****Skill and Ability to:**

- Must read, write and speak English and Spanish fluently and be able to perform a variety of written translations
- Perform general clerical work of above average difficulty
- Use correct grammar, spelling, and punctuation in Spanish and English.
- Understand and follow oral and written directions
- Use modern office equipment and machines
- Assist students with health needs
- Relate effectively and appropriately with students of all ages
- Work in a positive cooperative mode with fellow workers, supervisors, students and parents
- Administer basic first aid and CPR
- Consistently perform health office procedures as trained
- Ability to effectively relay health information in a calm, professional manner by phone or radio
- Maintain professional confidentiality

**Training And Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skill and abilities would be: high school diploma or equivalent and current CPR and First Aid certification and some health care experience.

**Physical Requirements And Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach a dexterity of hands grasp and manipulate small objects.
- Is subject to inside and outside environmental conditions.
- May assist with a two person lift for toileting purposes.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range 24

**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally(1.5-3 HPD)	Frequently(3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)			X
Bending (waist)	X		
Kneeling	X		

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Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

<b>Lifting</b>				<b>Carrying</b>		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X		X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data	X		
Organize	X		
Write	X		
Plan	X		
Multi-Task			x

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer		X	
FAX Machine	X		
Radio	X		