

SCHOOL HEALTH CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves routine clerical and administrative responsibilities in support of a school health office. The role includes maintaining accurate student health records, assisting with basic health-related tasks and ensuring efficient communication between students, parents, staff and health professionals. The work is performed under the general supervision of a school nurse or higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains and updates student health records, immunization data and medical documentation in accordance with district and state guidelines;
Prepares correspondence, reports, forms and notices related to student health services;
Supports the school nurse in managing daily health office operations, including managing inventory of health office equipment and supplies;
Contacts parents regarding student health concerns, accidents or related issues as directed by the school nurse;
Consults with the school nurse regarding complex or unusual health matters;
Files and organizes confidential health documents in compliance with privacy regulations (e.g., HIPAA, FERPA);
Schedules appointments and coordinates health-related services, including vision, hearing and dental screenings;
Provides basic first aid and assists with routine health screenings under the direction of the school nurse;
Maintains awareness of students with chronic health conditions and ensures timely communication of relevant information to appropriate personnel;
Follows established school procedures for reporting and managing injuries and illnesses;
May provide information from health records to guidance counselors, physicians, insurance carriers and other authorized individuals in accordance with legal and district guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of English grammar, usage, punctuation and spelling; working knowledge of routine health care techniques and their application in a school setting; working knowledge of first aid techniques and skill in their application; ability to type accurately and at a rate of speed satisfactory to the appointing authority*; ability to maintain a variety of records and prepare reports; ability to understand and carry out moderately difficult oral and written instructions; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and one (1) year of experience performing office clerical tasks and interacting directly with patients in a healthcare-related setting such as a clinic, physician's office, hospital, treatment center or similar environment; or
2. Completion of a certificate program in a medical or health care field such as Licensed Practical Nurse, Emergency Medical Technician, Medical Office Assistant, Medical Records Technician; or

(over)

3. An Associate's degree or higher in a medical or health-related degree.

SPECIAL REQUIREMENT: Completion of an approved basic first aid course before the end of the probationary period. The appointing authority is responsible for ensuring the course is completed.

*To be demonstrated during the probationary term.