

TITLE: Health Clerk

REPORTS TO: Building Administrator

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt. This position is an hourly position.

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High School Diploma.
4. Knowledge of computers required.
5. Additional software course work preferred.
6. Demonstrated aptitude for the work to be performed.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
8. Must be proficient in English both oral and written.
9. Must hold current First Aid/CPR card.

JOB GOAL: Along with the school nurse/community clinic, provides care for students' health needs.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Maintains K-12 student medical files.
2. Maintain all immunization records, and tracks exclusions, and files reports as required.
3. Apply first aid treatment when needed.
4. Maintains medication administration logs.
5. Stores and secures all medication.
6. Follows medication instruction and guidelines.
7. Follows all District policies and those contained in the appropriate district handbook.
8. Accesses a computer and checks on announcements and notices on a daily basis.
9. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
10. Assumes other duties as assigned by the Administrator.

III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Manages time properly.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Arrives on time and work scheduled hours.
5. Notifies the building administrator in the event of illness.
6. Promptly informs the building administrator of problems that need attention.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary.

Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: The Health Clerk may be employed on all student contact days. Wage and benefits as negotiated with the Board of Directors.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____