

**SILVER VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:**     **HEALTH CLERK**

**REPORTS TO:**   **SITE ADMINISTRATOR**

**RANGE:**         **-21 22**

**Description**

The job of "Health Clerk" is done for the purpose/s of maintaining the health and welfare of students, and documenting and maintaining student health information required by federal/state/local agencies.

**Essential Job Duties**

- Maintains health care plans; medical eligibility status/billing records; medical emergency cards; and student health records (e.g., hearing and vision, health, immunization, required physicals) for the purpose of providing information required by State and County Health departments, and for use by school personnel as required.
- Administers first aid, lice screenings, medications and specialized health care treatment (e.g., glucagon injections) for the purpose of maintaining the health and welfare of students.
- Prepares reports (e.g., monthly status reports, medical, special ed and accident reports, inventory, logs, etc.) for the purpose of documenting information mandated by federal/state/local agencies.
- Communicates with parents, staff and outside agencies for the purpose of relaying information regarding student health problems.

**Other Job Functions**

- Assists nurse, students and staff for the purpose of providing specialized treatments, monitoring medical treatments and testing.
- Assists other school office personnel for the purpose of providing support and backup for their assignments.
- Provides general information on health related topics for the purpose of keeping teachers, students and parents up to date on such issues as drug prevention, personal hygiene and Planned Parenthood.
- Cleans work areas (e.g., counters and cots) for the purpose of maintaining a sanitary environment.

**Essential Job Requirements - Qualifications**

- Experience Required:
- Prior job related experience or experience working with the public.
- Skills, Knowledge and/or Abilities Required:
- Skills: to operate standard office equipment; correct English usage in both written and verbal form, including spelling, grammar and punctuation; basic arithmetic calculations; and must be able to type 45 words per minute.
- Knowledge: of basic first aid, cardiopulmonary resuscitation, basic health care practices and procedures, and computers.
- Abilities: to work independently; prioritize tasks; handle stress; deal with frequent interruptions; and understand and carry out oral and written instructions.
- Significant physical abilities include sitting for prolonged periods of time; reaching/handling; talking/hearing; and using near vision/depth perception.
- Education Required:
- High school diploma or equivalent.
- Licenses, Certifications and/or Testing Required:  
TB test clearance, fingerprint clearance, Standard First Aid certification, CPR certification, typing test and testing appropriate to the position.