

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Health Services Clerk	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	TBD	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Health Services	SALARY:	Range 38 Salary Schedule C
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	10-20-17

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform variety of clerical duties related to the set-up and maintenance of student health records, health record reporting requirements, referrals and reports for assigned schools, assist in coordinating health screenings and testing programs, assist in scheduling coverage of specialized health care for students, and administer routine first aide to students and staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform a variety of clerical duties related to maintaining student health records, referrals, and reports at assigned school sites; drive vehicle to travel to various sites as assigned by the position. **E**

Screen student health records to verify proper immunizations; notify schools and parents of needed immunizations; interpret and explain applicable laws, codes, rules, programs and regulations; and follow-up with schools and/or parents to assure receipt of immunization records. **E**

Coordinate mandated health screenings such as vision and hearing; set-up screening areas, record student test results and schedule secondary appointments as necessary; and refer families to outside agencies as appropriate. **E**

Coordinate the scheduling of medical care for students requiring specialized health care such as students with diabetes or other health issues. **E**

Audit student health records for proof of state mandated health examinations by appropriate physician; follow-up on students needing related documents. **E**

Submit all mandated annual reports to the State of California on behalf of Health Services, including but not limited to, kindergarten immunization, 7th grade immunization, kindergarten oral health assessment, and hearing screening.

Maintain accurate and updated list of enrolled students with special health problems and students exempted from the health care program for various reasons. **E**

Assist school nurses with protocols for communicable diseases; notify appropriate personnel and parents of health conditions as required. **E**

Administer routine first aid according to established procedures; screen and evaluate students' medical conditions and take temperatures; and distribute adhesive bandages, ice, and compresses as necessary. **E**

Administer CPR in emergency situations as necessary; refer other emergencies to nurse or administrator; and contact outside agencies as appropriate for emergency situations. **E**

Perform a variety of clerical duties related to assigned activities; type a variety of reports, correspondence, forms, notices, and referrals. **E**

Maintain files and student health records according to established procedures; enter health related data into computerized student information databases; and duplicate materials as needed. **E**

Maintain inventory and requisition office and health care supplies as necessary; prepare, maintain, and distribute first aid kits for schools. **E**

Operate a variety of office equipment including computer, copier, scanner, fax machine, and assigned software. **E**

Participate as a member of various health services support teams. **E**

Attend a variety of in-service trainings, workshops, and conferences. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: hold a high school or general educational development (GED) diploma; and two years of health related clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding	45 Correct WPM
Word.....	40% Overall Score
Excel.....	40% Overall Score

Hold a valid California driver's license, and provide proof of insurance; and [within six \(6\) months of employment obtain](#) CPR and First Aid certificate required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a computer, related software, and standard office equipment.

Cardiopulmonary resuscitation (CPR) and first-aid.

Current office practices and procedures.

Record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral, reading, and writing communication skills.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

Health and safety regulations.

ABILITY TO:

Perform a variety of clerical duties related to maintaining student health records, referrals, and reports.

Learn terminology, processes, and operations of assigned office.

Communicate effectively with students, parents, staff, and administration.

Learn, interpret, apply, and explain applicable laws, codes, rules, and regulations.

Learn District organization, operations, policies, and objectives.

Administer first aid and CPR.

Provide consultation to parents, students, teachers, and others.

Screen students for various health and safety concerns.

Prepare and maintain records, logs, and files.

Work independently within the framework of District policies and procedures.

Compose routine correspondence and written materials independently.

Establish and maintain cooperative and effective working relationships with others.

Prioritize work to meet schedules and timelines.

Determine appropriate action within clearly defined guidelines.

Operate a variety of office equipment including a computer and assigned software.

Maintain consistent, punctual attendance.

Works with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diver communities.

Meet state and district standards of professional conduct as outline in District’s board policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office or school site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit, stand, talk, push/pull, stoop for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

SAMPLE HAZARDS:

Exposure to blood, body fluids, and student/staff illnesses.

APPROVALS:

SEIU Signature(s)

Date

Cancy McArn, Chief Human Resources Officer

Date

Jorge Aguilar, Superintendent

Date