

HEALTH CLERK COVID-19

DEFINITION:

Under the direction of the Director of Health & Wellness, a school nurse and a site administrator the health clerk will facilitate and administer COVID-19 protocols and procedures as well as perform routine first aid, and clerical duties corresponding to the tasks associated with the office of the nurse.

QUALIFICATIONS:

Experience: Any combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed

Education: Equivalent to completion of the twelfth grade. Current standard first aid and child/adult CPR certificates.

DISTINGUISHING CHARACTERISTICS:

The primary responsibility of this position at the school level will be assisting the Nurse and School Health Assistant by facilitating and administering protocols such as contact tracing and coordinate testing for COVID-19. An important additional responsibility is to communicate with the school nurse and school Health Assistant, ask questions, make suggestions, work as a team member, and keep the nurse informed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain awareness of current policies, guidelines, and procedures issued by those agencies and District departments setting COVID-19 directives and policy: Center for Disease Control (CDC), California Department of Public Health (CDPH), California Division of Safety and Health (Cal/OSHA), and Sacramento Department of Public Health (SDPH).
- Maintain awareness of District directives, policies and practices related to COVID-19 6, HIPA, and FERPA, and communicate these to staff and families.
- Initiate and maintain student health records, including vaccinations and parent consent forms.
- Assist staff in recording vaccination status.
- Interact professionally and confidentially with student, staff, and public.
- Maintain a daily log of student health office visits, isolation room visits, and contact tracing documentation.
- Conduct a preliminary evaluation of ill and symptomatic children, refer to parent if necessary, and follow reporting procedures.
- Take oral temperature of all children who complain of illness
- Supervise isolation room as directed by the school nurse, and refer to school administrator in the absence of the nurse.
- Follow district and health department procedures for contact tracing.
- Complete Medi-Cal billing forms send to Health Services when completed.
- Inventory, order, and stock first aid supplies, Covid-19 tests and supplies, and health office forms as needed.
- Assist in cleaning of isolation room and nurse's office when necessary.
- Use Universal Precautions in body fluid management and help maintain a sanitary and attractive health office environment.
- Perform clerical tasks as directed and other duties as assigned.
- Assist with administration of medication under direction of school nurse, and according to District policy and school procedure

KNOWLEDGE:

- Appropriate handling of clerical procedures and office machines
- Computers and word processors
- Correct English usage, grammar, punctuation, and spelling

ABILITIES AND SKILLS:

- Competently respond to student and staff needs for onsite COVID-19 symptoms, testing, and contact tracing
- Present a professional and healthy appearance; pleasant, calm manner in-person and by phone
- Enjoy working with and is patient with both children and adults accept limitations of responsibility
- Perform routine clerical work
- Communicate effectively with staff, students, and the public orally and in writing
- Establish and maintain cooperative relations with those contacted in the course of work
- Demonstrate knowledge and understanding of District and school health policies and procedures including procedures and policies specific to COVID-19
- Demonstrate knowledge of state requirements and District policy regarding COVID-19 prevention and control

HEALTH CLERK COVID-19

- Demonstrate an understanding of health screening programs, pupil records, staff records, and special programs as they relate to health services
- Learn to operate standard office equipment; to operate computers and understand computer programs
- Understand and carry out oral and written directions

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.