

CALAVERAS UNIFIED SCHOOL DISTRICT
3304-B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Health Clerk/Technician
WORK YEAR: 185-day

JOB DESCRIPTION: Under the direction of the Health Services Coordinator/ Credentialed School Nurse provides specialized and technical work related to the collecting, compiling, processing, and monitoring of information and data for the purpose of delivery of various health services programs throughout the district. Assists students with blood glucose testing, insulin injections, and other health-related services. Functions in accordance with State and Federal law and District Policies and procedures.

ESSENTIAL JOB TASKS:

1. Assists in collecting, compiling, processing and maintaining a variety of logs and records for LEA Medi-Cal billing and Medi-Cal Administrative Activities (MAA) programs from all district providers. Assist in training new providers. *(E)*
2. Assists in maintaining state/federal audit files for both LEA Medi-Cal and MAA programs. *(E)*
3. Provide training in all aspects of maintaining student health records, health requirements for school entry, and other related health services programs as assigned. Provide technical assistance to site office staff. *(E)*
4. Generate and maintain various statistical reports for Health Services related to assigned activities. *(E)*
5. Provide technical assistance to staff regarding health records, designated computer programs, and various equipment utilized by staff to provide essential health services. *(E)*
6. Assist in planning, coordinating and organizing various health services screenings, in-services, and other events as assigned. *(E)*
7. Assist with administering basic first aid to students and staff as assigned; assist with medication administration according to District protocol; maintain/prepare all appropriate student records and related information; assist with student health care procedures as trained and assigned. *(E)*
8. Utilize various automated system, i.e. IC, Health Futures, SEIS and other systems for the purpose of monitoring and tracking student immunization compliance. Review, input, monitor and maintain student cumulative health records. *(E)*
9. Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, brochures, legal documents, memoranda, bulletins and other materials; review and proofread a variety of documents. *(E)*
10. Assist with communicable disease outbreak / pandemic management, as necessary. *(E)*
11. Maintain regular and prompt attendance in the workplace. *(E)*

12. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic health office practices, terminology, procedures and equipment.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies and objectives.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Methods of collecting and organizing data and information.
- Basic first aid and CPR procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and techniques of effective oral and written communication skills.

Ability to:

- Prepare and maintain student health records.
- Learn, interpret, apply, and explain rules, regulations, policies, and procedures.
- Observe health and safety regulations.
- Administer basic first aid and CPR.
- Respond appropriately and effectively to emergency situations.
- Perform a variety of diversified clerical duties.
- Answer telephones and greet the public courteously.
- Type or input data at 45 words per minute from clear copy.
- Operate a variety of standard office equipment and computers including proficiency with Microsoft Office, (Word, Excel, PowerPoint).
- Maintain records and files.
- Compile, assemble, verify, and prepare data for accurate records and report.
- Understand and follow oral and written instructions.
- Determine appropriate action within clearly defined guidelines.
- Compose correspondence and written materials independently.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Perform mathematical calculations with speed and accuracy.
- Work confidentially with discretion regarding student cumulative and health

records.

- Work independently; make routine decisions.
- Be flexible and receptive to change.

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment

Physical Requirements:

- Dexterity of hands and fingers to operate medical equipment.
- See, hear, and speak with/without assistive devices sufficient to communicate effectively with others.
- Lift and move students as assigned by the position.
- Frequently bend at the waist, kneel or crouch to assist students.
- Reach overhead, above the shoulders and horizontally to retrieve supplies.
- Sit or stand for extended periods of time.
- See to read a variety of materials and screen student health conditions.
- Lift and/or carry up to 54 pounds for short distances or over 54 pounds with assistance.
- Ability to safely push a maximum force of 80 pounds on objects.
- Ability to pull a maximum force of 25 pounds.
- Walk for extended distances

Hazards:

Exposure to blood-borne pathogens and bodily fluids

EDUCATION AND EXPERIENCE:

- Any combination of education, training, and/or experience equivalent to completion of the twelfth grade and three years of increasingly responsible clerical and school healthcare practical experience.
- Valid First Aid and CPR Certificate issued by an authorized agency
- Valid California Driver's License with proof of auto insurance.
- Private Transportation.

SALARY PLACEMENT:

CSEA Salary Schedule

185 Days

Range H

CSEA Notification

Board Approval Date: 02/15/2022

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by individuals holding this position and additional duties may be assigned.