

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: HEALTH SERVICES ASSISTANT**

**SALARY: RANGE 24 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform recurring clerical duties associated with setup and maintenance of student health records; assist with health screening, documentation of test results, and processing routine transactions.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform clerical duties that support student health activity; type, process, and file forms reports, correspondence forms, notices, and referrals including accident reports.

Assist a credentialed school nurse in health screenings such as hearing, speaking, vision, and communicable conditions; record test results

Gather data on student health screens, test results, and other demographic information for use in recurring reports and program assessments.

Setup and maintain student files as directed; document incidents and inform the nurse of actions taken; post information into records and files using established formats and forms; duplicate materials as needed.

Review student records for proper immunizations; alert parents of needed immunizations and maintain communication until record of immunizations are provided; ensure that parents provide pertinent health care information to maintain current files.

Inventory and ensure that health supplies are consistently at sufficient levels; distribute supplies as needed; setup and maintain student files as directed; assemble, collate, and prepare materials for distribution.

#### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.

- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

**ABILITY TO:**

- ▶ Learn and understand applicable laws, codes, regulations, policies and procedures.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Work effectively with limited supervision.
- ▶ Maintain confidentiality of sensitive and privileged information.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience working in a medical and/or education setting; bilingual abilities desirable.

**OTHER REQUIREMENTS:**

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Office environment.
- ▶ Constant interruptions.

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended period of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.