

California Military Institute

Board Approved: May 15, 2013
Salary Schedule: 281; Row 1

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **HEALTH CLERK**

JOB PURPOSE STATEMENT: Under the direction and supervision of the principal or designee and with support from the district nurse, performs clerical duties involved in the preparation and maintenance of district health records and reports; administers first aid to ill or injured students; assists with health screening and testing. Assists in implementing physician orders.

JOB FUNCTIONS:

- Administer first aid to ill or injured student-cadets
- Performs CPR according to established guidelines and procedures
- Contacts appropriate authorities and parents as necessary
- Responds appropriately and effectively in emergency situations
- Assists in vision, hearing, and any other health screening as required
- Follows up on required immunizations through letters, telephone and personal contacts with parents medical professionals
- Keeps District Nurse advised about student-cadet's health or physical problems
- Prepares and maintains a variety of Health Services records and reports according to established guidelines and procedures; compiles reports as required.
- Maintains confidentiality of student-cadet information and records
- Assists District Nurse in maintaining inventory of first aid supplies and ordering supplies as needed
- Maintains inventory of first aid supplies and ordering supplies as needed
- Maintains a clean, sanitary and orderly health office
- Performs a variety of clerical duties, including filing, checking and recording information and answering phones
- Maintains certificates in First Aid and Cardiopulmonary Resuscitation (CPR) from the American Red Cross (First Aid) and the American Heart Association (CPR)
- Attends training to maintain emergency management skills, including but not limited to, dealing with blood borne pathogens
- Functions well in a busy office environment
- Operates standard office equipment including use of computer applications

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- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs basic arithmetic calculations
- Demonstrates organizational skills
- Performs related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps, and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and audio-visual machines in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma (G.E.D.)

Experience:

- One (1) year in a school setting desirable

Licenses, Certifications, Bonding, and/or Testing:

- Standard Red Cross First Aid Certificate
- American Heart Association CPR Certificate
- TB clearance
- Drug/alcohol clearance
- Fingerprint clearance through California Department of Justice and the National Crime Information Center

EMPLOYMENT STATUS:

- Classified Non-Union Position