

HEALTH OFFICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is non-professional work assisting physicians and nurses in providing a variety of health services to public school students. Duties include performing routine health related screening duties and maintaining records of pupil health examination programs. The position differs from that of a Registered Professional Nurse (School) or School Nurse-Teacher since there is no responsibility for classroom instruction, application of professional nursing skills, or counseling of students or parents. Work is performed under supervision of School Nurse-Teachers or Registered Professional Nurses (School). Duties may include assisting with health-related education and clerical work to support school district compliance with health-related laws, rules and regulations, such as issuance of working papers, athletic physical examinations and insurance records. Supervision of others is not a function of the position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers emergency first aid when necessary;
Maintains cumulative health files for students;
Assists school physical and/or a nurse in physical, visual and auditory screening examinations of students and employees;
Stores and inventories health office equipment;
Telephones parents regarding student health problems, absenteeism, accidents or related problems;
Insures that designated students take assigned medications kept in the school health office as prescribed by a physician, authorized by parents and in accordance with school policy and logs appropriate information;
May maintain attendance records, re-admit students, issue special passes and make related telephone calls to parents;
May prepare hearing, eyesight and medical reports for transmission to parents;
May take health history information from new students for the permanent school health records;
Assists with immunization clinics by recording inoculations, preparing students and keeping order;
Consults with School Nurse-Teacher and/or Registered Professional Nurses (School) regarding unusual or difficult problems;
May occasionally transport sick children home;
May discuss health records with guidance counselors, physicians, insurance carriers, etc.;

May administer basic health screening tests such as height, weight, visual acuity using color and eye charts, hearing tests using tone audiometer, head lice and notifies School

HEALTH OFFICE ASSISTANT (cont'd)

Nurse-Teacher or Registered professional Nurse (School) of problem situations for follow-up;
Follows established school procedures for care and reporting of injuries and illnesses;
Processes and files accident reports and insurance claims;
May distribute health materials and literature to students and prepares simple health displays and bulletin boards on a variety of health topics;
Performs miscellaneous clerical work as required;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of routine health care techniques and their application in a school setting; good knowledge of office terminology and procedures; working knowledge of first aid techniques and skill in their application; ability to make concise oral and written reports concerning health office activities and findings; ability to keep accurate records; ability to follow detailed oral and written instructions; ability to establish and maintain effective working relationships with students and others; ability to write legibly; clerical aptitude.

MINIMUM QUALIFICATIONS: Either

- a) Possession of a license to practice as a Licensed Practical Nurse in New York State; or
- b) One (1) year of experience assisting in office work and completion of an approved basic first aid course; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.