

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: HEALTH RECORDS ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of clerical duties related to maintaining student health records, referrals and reports at an assigned high school or assigned school sites; administer routine first aid to students and staff; assist in coordinating health screenings and testing programs.

#### **ESSENTIAL FUNCTIONS:**

Perform a variety of clerical duties related to maintaining student health records, referrals and reports at an assigned high school or assigned school sites; drive a vehicle to travel to various sites as assigned by the position.

Screen student health records to verify proper immunizations; notify parents of needed immunizations; interpret and explain applicable laws, codes, rules, programs and regulations; follow-up with parents to assure receipt of immunization records.

Coordinate mandated health screenings such as vision and hearing; set up screening areas; record student test results; schedule secondary appointments as necessary; refer families to outside agencies as appropriate.

Audit first grade student health records for proof of physical examination by a physician; follow up on students needing physicals and related documentation.

Maintain an accurate and updated list of enrolled students with special health problems and students exempted from the health care program for various reasons.

Assist nurse with classroom inspections for communicable diseases; notify appropriate personnel and parents of health conditions as required.

Administer routine first aid according to established procedures; screen and evaluate student medical conditions; take temperatures; distribute adhesive bandages, ice and compresses as necessary.

Administer CPR in emergency situations as necessary; refer other emergencies to a nurse or administrator; contact outside agencies as appropriate for emergency situations.

Administer prescribed medications according to physician instructions and established District procedures; maintain related records and forms.

Perform a variety of clerical duties related to assigned activities; type a variety of reports, correspondence, forms, notices and referrals.

Maintain files and student health records according to established procedures; enter health related data into computerized student information database; duplicate materials as needed.

Maintain inventory and requisition office and health care supplies as necessary; prepare, maintain and distribute first aid kits for school classrooms.

Provide classroom instruction and demonstrations as requested; serve as a resource in the area of health to certificated staff.

Operate a variety of office equipment including a fax machine, copier and a computer and assigned software.

Participate as a member of various student support services teams.

Attend a variety of in-service trainings, workshops and conferences.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

First aid and CPR techniques.

Operation of a computer and assigned software.

Record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform a variety of clerical duties related to maintaining student health records, referrals and reports.

Learn terminology, processes and operations of assigned office.

Communicate effectively with students, parents, staff and administration.

Learn, interpret, apply and explain applicable laws, codes, rules and regulations.

Learn District organization, operations, policies and objectives.

Administer first aid and CPR.

Provide consultation to parents, students, teachers, and others.

Screen students for various health and safety concerns.

Prepare and maintain records, logs and files.

Work independently with little direction.

Compose routine correspondence and written materials independently.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Determine appropriate action within clearly defined guidelines.

Type at a minimum of 35 words per minute from clear copy.  
Operate a variety of office equipment including a computer and assigned software.  
Complete work with many interruptions.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information in person and on the telephone.  
Sit or stand for extended periods of time.  
See to read a variety of materials and screen medical conditions.  
Bend at the waist, kneel or crouch to file materials and assist students.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and one year of general clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification may require possession of a Valid California Class C driver's license.  
Possession of a valid First Aid, CPR and AED Certificate issued by the American Red Cross or other authorized agency identified by Elk Grove Unified School District, within six months of initial employment. No online courses for CPR and AED will be accepted. Additionally, the Certificate must be renewed before its expiration.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
May be required to drive as needed.  
Subject to emergency medical situations.

**HAZARDS:**

Potential for contact with bloodborne pathogens and communicable diseases.