

## **HEALTH OFFICE ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** Assists school medical and nursing staff by performing routine non-professional health and clerical services in a school setting to aid in the health care needs of students and staff.

**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. Incumbents perform routine health related screening duties and maintain 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 instructions, application of professional nursing skills, or counseling of students or parents. The duties are carried out under the supervision of School Nurse-Teachers or Registered Professional Nurse (School). Incumbents may also assist in the administration of the compulsory education and related laws related to things such as issuance of working papers, athletic physical examinations and insurance records. Supervision of others is not a function of the position.

A Health Office Assistant also does related duties as required.

**EXAMPLES OF WORK:** (Illustrative only)

Answer phone calls;

May assist school nurse with physical, visual and auditory screening procedures for young or handicapped children;

Assist with emergency care procedures under the supervision of the school nurse;

Assist with first aid care under supervision of the school nurse;

Assist school nurse with health appraisals by the school physician;

Assist with the checking of absenteeism of students when absent from school;

Type correspondence and reports;

File records, reports and correspondence;

Record and maintain information on cumulative health records as requested by the school nurse;

Provide school nurse with updated changes of address, phone number or parent's place of employment for each student when necessary;

Stores and inventories health office equipment;

Telephone parents regarding health problems, absenteeism, accidents or related problems;

Insures that students take assigned medications kept in the school health office as prescribed by a physician, authorized by parents in accordance with school policy and logs the appropriate information;

May maintain attendance records, re-admit students, and issue special passes and excuses and make related telephone calls to parents;

May organize and prepare hearing, eyesight and medical reports for transmission to parents;

May cover the Health Office during nurse's lunchtime or in the absence of the nurse;

Maintain confidentiality of all information learned in the Health Office;

May take temperatures and note student's complaints on a daily log;  
May help arrange bulletin board display and posters in the health area;  
Keeps accurate daily logs of all students seeking assistance in the health office;  
Inform school nurse of any pertinent information regarding the health or well-being of any student during his/her absence;  
May take health history information from new students for the permanent school health record;  
Aids with immunization clinics by recording inoculations, preparing students and keeping order;  
Consults with school nurse and/or Registered Professional Nurse (School) regarding unusual or difficult problems;  
Follow established school procedures for care and reporting of injuries and illnesses;  
Process and file accident reports and insurance claims if necessary;  
May distribute health materials and literature to students;  
Perform miscellaneous clerical work as necessary;  
Does related duties as required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:** Working knowledge of routine health care techniques and their applications in a school setting; working knowledge of office terminology and procedures; ability to acquire a 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 comfortable working relationships with students and others; ability to write legibly; clerical aptitude; confidentiality; good physical condition; flexibility; caring and concerned attitude.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Possession of a license to practice as a Licensed Professional Nurse in New York State **and** one (1) year of experience in general office work; **or**
- (b) Three (3) years of experience assisting in office work and/or patient-contact services in a health care facility, clinic, physician's office, school health office or similar setting and completion of an approved basic first aide course.

ADOPTED: April 14, 1976  
CSC Mtg.

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CSC Mtg.

Competitive