

Department: School Districts
Classification: Competitive
Grade: _____

SPEC DISK E4
DOCUMENT 8

HEALTH OFFICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing non-professional tasks assisting physicians in providing a variety of health related services to students. Incumbents perform routine health related absence 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 instruction, application of professional nursing skills, or guidance of students or parents. The duties are carried out under the direct supervision of School Nurse-Teacher or Registered Professional Nurse (School). When not engaged in health office related duties, an incumbent may be required to monitor students passing in halls or in lunchrooms. Supervision of others is not a function of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists school physician and/or a nurse in physical, visual and auditory screening examinations of students and employees;
Administers emergency first aid when necessary;
Follows established school procedures for care and reporting of student injuries and illnesses;
Maintains cumulative health files for students;
Maintains attendance records, re-admits students, issues special passes and excuses and makes related telephone calls to parents;
Prepares hearing, eyesight and medical reports for transmission to parents;
Stores and inventories health office equipment;
Processes and files accident reports and insurance claims;
Telephones parents regarding health problems, absenteeism, accidents or related problems;
Helps with immunization clinics by recording inoculations, preparing students and keeping order;
Consults with School Nurse-Teacher and/or Registered Professional Nurse (School) regarding unusual or difficult problems;
May discuss health records with guidance counselors, physicians, insurance carriers, etc.;
Aids school authorities in verifying and acting upon health related and other attendance problems;
Performs miscellaneous typing and clerical work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of routine health care techniques and their application in a school setting; working 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 comfortable working relationships with students and others; ability to type at a predetermined rate of speed; ability to write legibly; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Two years of experience assisting in office work including typing and/or patient contact services in a health facility, clinic, physician's office or similar setting; or
- (b) Possession of a license to practice as a Licensed Practical Nurse in New York State and one year of experience as defined in (a); or

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- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Candidates who are not Licensed Practical Nurses or Registered Professional Nurses must complete an approved basic first aid course during the probationary term.