



Position Title: SCHOOL CLINIC ASSISTANT
Date Modified: September 2020
FLSA Classification: Non-Exempt
Reports to: Director of Student Health Services

Position Objective: Full-time position. Assist the school nurse in the implementation of the school's student health services program. Clinic assistant must work under the guidance of the on-duty clinic Registered Nurse. The Supervising School Nurse and/or Director are responsible for communication and direction regarding the level of care that is provided to students.

Essential Job Duties:

- Follow the school nurse's instructions and procedures to assist in the daily operation of the clinic.
- Sign students into the clinic, noting the reason for requesting services on SNAP Health Center.
- Keep the school nurse informed as to the urgency of student needs.
- Assist the school nurse with minor care & first aid of students as directed
- Assist with medications only when directed by the school nurse.
- Assist with medically-involved or medically-fragile students as directed by the school nurse.
- Contact parents as directed.
- Share information or locate students as requested by the school nurse.
- Answer clinic phone calls.
- Assist with filing and maintaining health information in a confidential manner
- Complete work in the time specified.
- Help maintain and support the school clinic.
- Perform related work as required or assigned by the Director of School Health Services

Qualifying Characteristics:

High school graduate/GED. Minimum of 2 - 5 years office experience desired; current Cardiopulmonary Resuscitation (CPR)/AED, First Aid certification or agreement to become certified within the designated timeframe. General knowledge of first aid, knowledge of universal procedures for communicable diseases and blood-borne pathogens; ability to maintain confidential files and information and to compile reports; ability to deal effectively with students and teachers; ability to operate standard office, word and data processing equipment; knowledge of SNAP Healthcare software desirable; ability to establish and maintain effective working relationships with faculty, staff, parents, and students.

Physical Requirements:

- Significant standing
- Regular use of close and distance vision.
- Periodically bend, squat, kneel, twist, turn and reach above the shoulders.
- Work in a traditional climate controlled office environment.
- Able to communicate orally, in English.
- Operate the following office equipment: Telephone, copier, computer, and printer.

The above description covers the most significant duties performed, but does not exclude assignments not