

## HEAD START HEALTH CLERK

### DEFINITION

Under general supervision of the Head Start Director, performs a variety of technical health-related duties to assure that federal performance standards of the Head Start program are met related to medical, dental, and nutritional needs on students health appraisal; reviews child's health records and provides basic screenings to ensure that children are receiving all necessary services; assists in the care of ill or injured students, and does other related work as required.

### ESSENTIAL DUTIES

1. Completes medical histories for students including those with special needs; processes paperwork to assure students receive physical and dental examinations and required follow-up care.
2. Maintains up-to-date student health records, including physical and dental examinations and screenings, immunizations records, and height/weight graphs; reviews medical and nutrition records at the preliminary level.
3. Conducts hearing screenings, may measure students for heights and weights, and may conduct vision screenings, as needed with proper training.
4. Assists with data collection, preparation and maintenance of a variety of reports; correspondence and notices; including monthly, quarterly and year end reports to LACOE, social service reports, self-assessment and community needs assessments, immunization records, written plans, policies and procedures.
5. Assists in the care of ill or injured students; provides routine first aid and emergency treatment in accordance to the law.
6. Observes pupils for signs of shock and other emergency situations, and takes appropriate remedial action following a predetermined procedure.
7. Provides a quiet, comfortable, and calming atmosphere for ill and injured pupils.
8. Performs routine evaluations of student health conditions, illness and injury situations, and determines the need for emergency, supervisory, or administrative assistance.
9. With the exception of needle injections, may give medication prescribed specifically for students by medical authority following a closely controlled procedure.
10. Contacts parents or other responsible persons regarding ill or injured students.
11. May assist in cleaning and changing of ill students and physically involved students, and in the cleaning and disinfecting of the student health area.
12. Assist teaching staff in reporting suspected child abuse and neglect cases.

### OTHER DUTIES

1. Attends meetings and workshops to maintain current knowledge of health issues; participates in various types of staff meetings and trainings to address health issues and conduct health screenings; networks with other health agencies for Health Advisory meetings.
2. Performs other assigned office support duties, as required.

### QUALIFICATIONS

#### Knowledge of:

1. Principles, methods, and practices of first aid and routine emergency treatment;
2. District policies and procedures and state regulations concerning immunizations of preschool-aged children and other student health services.
3. Medical testing equipment such as for hearing and vision screenings, medical terminology, supplies, and techniques.
4. Public health agencies and local health care resources available to Head Start students and their families.

5. Office administrative practices and procedures, including record keeping.

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6. Basic medical conditions and childhood diseases.

#### **ABILITY TO:**

1. Perform routine first aid and emergency treatment for ill and injured students;
2. Communicate effectively in English and Spanish;
3. Evaluate student illness or emergency situations and determine appropriate course of action;
4. Establish and maintain a variety of technical files and records;
5. Enter, process and retrieve detailed medical data in a computer;
6. Understand and carry out oral and written directions;
7. Establish and maintain cooperative working relationships;
8. Exercise sound judgment and initiative and reach sound decisions within established policies and guidelines;
9. Exercise tact, patience and courtesy in dealing with difficult, sensitive and confidential situations;
10. Set priorities, plan, and organize work, and work independently to meet established program and timelines;
11. Perform vision and hearing screenings
12. Type on keyboard

#### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

##### Experience:

Two years of paid experience performing a variety of general office, school or health services related work.

##### Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in health services, record management, and general office practices.

#### **CERTIFICATE REQUIREMENT**

Possession of a current Emergency Medical Services Authority (EMSA) First Aid/CPR Pediatric Certificate issued by the American Red Cross.

Possession of a valid California Motor Vehicle Operator's License

Board Approval: