

HEALTH CLERK

DEFINITION

Under general supervision, to perform a variety of clerical duties carried out in connection with the college Health Center and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Health Center Coordinator. Functional supervision may be provided by a Typist Clerk III.

No supervision is exercised over District personnel. Supervision may be exercised over student assistants.

EXAMPLES OF DUTIES

Greets students coming to the college health office, evaluates their needs, and takes appropriate action.

Refers any apparent need for immediate care or attention to the Coordinator or other nursing personnel.

Renders minor first aid.

Answers telephone calls, and contacts security in health emergencies.

Records information on and files student health records.

Maintains Health Center equipment and supplies in a clean and usable condition.

Operates standard office machines and equipment.

Prepares and displays health education materials, and maintains health resource files and materials.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Standard office practices and procedures.

QUALIFICATIONS (continued)

Students' needs and behavior.

Basic first aid procedures and techniques.

Ability to:

Establish and maintain good relationships with students and other Health Center patrons and visitors.

Perform routine clerical tasks.

Read and follow written directions.

Keep simple records.

Operate or learn to operate standard office equipment.

EMPLOYMENT STANDARDS

Minimum Requirements:

Graduation from high school and one year of experience in health related fields or community college or school setting.

License or Certificate:

Desirable:

Possession of a standard Red Cross First Aid Certificate.

Completion of a course in C.P.R.