

Clinic Assistant with Medical Certifications

Job Description



JOB TITLE: Clinic Assistant with Medical Certifications
DATE REVISED: February 28, 2023
REPORTS TO: Campus Principal
DEPARTMENT/CAMPUS: Health Services
FLSA: Nonexempt
PAY GRADE/DUTY DAYS: EA4, 184

JOB PURPOSE SUMMARY:

This position is responsible for supporting the school nurse in the consistent delivery of compliant, safe, and quality clinical health services to students.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Health Services:

1. Applies knowledge and learning from District training, standards, and guidelines to assist students with chronic health needs including but not limited to asthma, diabetes, or seizures.
2. Assists in addressing student activities of daily living including, without limitation, toileting, dressing, and personal hygiene.
3. Establishes and maintains routine individual student health records in accordance with protocol set forth by the department and District.
4. Gathers and maintains all student immunization records in an accurate, up-to-date, and complete manner, and in accordance with applicable guidelines set forth internally by the department and District.
5. Documents student visits to the clinic in an up-to-date and complete manner, and in accordance with applicable standards and guidelines set forth internally by the department and District.
6. Assists in entering and updating student health information in the applicable system(s) of record established for use within the District.
7. Carries out principal assigned campus support duties before school, after school, and between classes in a manner consistent with applicable standards and requirements.
8. Administers first aid and appropriate emergency procedures as directed by the school nurse, or other duly authorized and designated staff member, and ensures all efforts applied adhere to applicable protocols and standards established by the department and District.
9. Assists ill or injured students within the scope of certification medication administration and applicable protocols and standards established by the department and District.
10. Provides care of the sick and/or injured in the nurse's absence, as well as administers medication in accordance with school District protocol and policy.
11. Participates in safety and compliance training initiatives in accordance with applicable local, state, and/or federal law(s), as well as those as set forth internally by the department and District.
12. Assists with State mandated student health screening programs, as directed, and in accordance with applicable department and District protocols and standards.
13. Attends and participates in staff development initiatives, as assigned.

Compliance:

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14. Performs all assigned work activities in accordance with applicable standard procedures and protocols established by the department and District, and in accordance with applicable standards and requirements set forth by governing entities including, without limitation, Texas Health & Human Services, State Board of Education, and Texas Education Agency.
15. Maintains relevant and up-to-date working knowledge and understanding of applicable compliance requirements as they relate to the scope of the job function.
16. Monitors respective work activity for variances and anomalies.
17. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
18. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
19. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

20. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
21. Assists department leadership in the compilation of miscellaneous confidential reports.
22. Attends departmental and District meetings, as required.
23. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
24. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
25. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
26. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
27. Performs other duties as assigned.

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MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High School Diploma or equivalent GED
- E.M.R., or C.M.A., or C.N.A., or E.C.A medical certification
- Active and up-to-date CPR/AED & First Aid Certification
- One year of Experience working with children or working in a clerical capacity
- Or an equivalent combination of education and work experience

CORE KNOWLEDGE, SKILLS & ABILITIES:

Organization - Uses resources effectively and efficiently, arranges information and data in a useful manner, assembles and orchestrates resources to meet departmental deadlines.

Attention to Detail – Demonstrates concern that things are to be completed correctly, thoroughly, and precisely. Achieves thoroughness, accuracy, and consistency when accomplishing a task through concern for all the areas involved no matter how small. Maintains checklists, schedules, and related resources to ensure small details are not overlooked. Monitors and verifies work, information, as well as data, and plans and organizes time and resources efficiently.

Communication – Conveys verbal and written information using effective techniques and approaches that provide clarity, promote teamwork, and drive efficiency.

Interpersonal Skills – Exhibits the ability to excel in a team atmosphere, working towards a common goal while adhering to departmental deadlines and district guidelines.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, lifting of objects up to 75 lbs utilization and handling of needles, sharps, and other relevant tools, as well as frequent operating of office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. The working environment consists of frequent potential exposure to bloodborne pathogens, infectious disease, as well as chemicals and substances that may be toxic. This position is regularly performed in an indoor and climate-controlled setting the majority of the time with occasional exposure to an outdoor and non-climate controlled setting. This position requires frequent and quick decision making while working under pressure, and in situations with conflict.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____

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