



## **HEALTH ROOM OFFICE PROFESSIONAL**

### **POSITION DESCRIPTION**

Position is eligible for membership in the Lake Washington Education Support Professionals.

### **SUMMARY**

Primarily assigned to the Health Room where duties include supervision and monitoring of students referred for illness, and administration of first aid and medication to students under the direction of a health professional. When not performing Health Room duties the position performs clerical and secretarial duties as assigned. May support building, department, or administrative staff. May be assigned to front or back office tasks, and communicate with students, public, administrators, and other school personnel. All general administrative support positions are expected to perform common office procedures such as answering phones; providing information and customer service to students, employees and/or the community; word processing or data entry; and maintaining records while maintaining confidentiality. Although certain recurring tasks or responsibilities may be assigned to certain individuals within an office with multiple support positions, all employees in these positions are expected to contribute to keeping the office functioning effectively and efficiently.

### **ESSENTIAL FUNCTIONS:**

- Supervision of students referred to health room for illness, injury and/or observation.
- Works under the guidance of the school's designated HSS, and carries out duties delegated by the HSS, if the individual is deemed capable to perform such delegated duties.
- Cares for immediate health needs of students including administration of first aid, dispensing medication, and carrying out treatments such as diabetic care, anaphylactic emergency care, head lice checks, etc. to students.
- Keeps health room organized and clean.
- Maintains health room records (paper and electronic) in a confidential manner.
- Works with office manager to order health room supplies in timely manner.
- Reports to HSS in the event of any serious injury or illness affecting students in the building to determine the scope and action required (e.g. notify building principal, call 911, etc).
- Assists with immunization compliance in collaboration with HSS (running out of compliance reports, checking cumulative files, contacting parents to determine immunization status).
- Assists with medication management in collaboration with HSS (receiving medication, monitoring expiration dates, calling parents for refills, checking for completion of paperwork, proper storage of medication).
- Assists the HSS with the recording of yearly health screening results and referral letters.
- Assists with field trip preparation (collecting meds for administration on field trips).
- Other duties as assigned including assisting with office and secretarial work when time allows.
- Models appropriate behavior for staff and students.
- Follows LWSD policies, procedures and protocols

### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- Ability to speak fluent English
- Basic knowledge of computers and email
- Good written and oral communicational skills
- Ability to communicate essential information to parents, students and colleagues
- Good interpersonal skills, with flexibility to work with others as a team player and with a diverse population.
- Basic math skills

- Ability to read and follow instructions and solve practical problems
- Expected to regularly upgrade skills to meet changing job conditions
- Ability to follow prescribed guidelines for equipment use and operation

### **WORKING ENVIRONMENT**

Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations, generally hazard free environment, and in a clean atmosphere. The usual and customary methods of performing the functions of this job require the following physical demands:

- Frequent reaching, handling, fingering and/or feeling.
- Occasional lifting, carrying, pushing and/or pulling.
- Seldom climbing and balancing.
- Seldom stooping, kneeling, crouching and/or crawling.

Per LWESP CBA Section 8.2: Thirty minute lunch available on request .

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent required
- Two years job related education and/or experience.
- Health care experience or interest preferred

#### **Clearances**

Must pass criminal backgroundcheck

#### **Certificates and Licenses**

None

### **FINALISTS WILL BE CONTACTED FOR ANINTERVIEW**

### **APPLICATION PROCEDURE:**

External and Internal Applicants: To apply to this posting, all applicants must submit an online application: <https://www.applitrack.com/lakewashington/onlineapp/default.aspx>

*Please review LWSD Human resources Employment Policies. We are not able to sponsor employment at this time.*

**LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE**