

Mt. Lebanon School District	
Job Description	
Position	Health Services Support Nurse/Clerk
Classification	Non-Exempt
Salary & Benefits	In accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Secretarial/Aides Education Support Professionals Association
Work Hours/Year	Full-time, 7.5 hours/day 190 days per school year plus 6 hours/day 15 extra days as scheduled during the summer months by the Chairperson of Health Services
Reports To	School Principal, Chairperson of Health Services, School Nurse
Summary The Health Services Support Nurse/Clerk, under the direction of the Chairperson of Health Services and the certified school nurse, provides clerical assistance to support the operations of the high school health office and health services department at large, including reception, correspondence, reporting, scheduling, inventory, data entry, etc., provides medical assistance to staff and students, including first aid, medication distribution, and routine screenings, and performs duties of dental clerk during school dental examinations.	
Health Services Support Nurse Essential Functions <ul style="list-style-type: none"> ▪ Provide essential first aid for illness/injury for students and staff in accordance with the school district guidelines. Consult/inform the certified school nurse of occurrences as needed. ▪ Dispense and supervise the administration of medication following school district guidelines. ▪ Conduct and maintain general health office routines and appropriate external communication. ▪ Provide new confidential information as directed by the certified school nurse to appropriate staff. ▪ Contact parent/guardian/certified school nurse regarding student/staff illness/injury and supervise student until parent/guardian or EMS arrives. ▪ Maintain a daily log or state report tally of student health office visits. ▪ Complete accident reports and identify possible playground/building hazards. Report to building principal/certified school nurse. ▪ Assist the certified school nurse in arranging and recording results of mandated procedures. ▪ Compile health folders for incoming new students. ▪ Record and update students' computer files as needed and as directed by the certified school nurse. ▪ Maintain a comprehensive health records system. ▪ Review all new student health information and inform certified school nurse of all new students and of any medical issues on incoming new students. ▪ Provide record keeping services during school dental/physical exams. ▪ Maintain state mandated employee health records. ▪ Compile and maintain sufficient supplies for the nurse's office. Assist in requisitioning and checking incoming medical supplies as necessary. ▪ Schedule work hours according to the certified school nurse's schedule. ▪ Demonstrate professionalism and maintain good moral character in representing the school. ▪ Must adhere to the highest standards of confidentiality and handling of sensitive and protected health information. ▪ Perform other duties as assigned by the school principal, chairperson of health services, school nurse, or their designees. 	

Health Services Clerk Essential Functions

- Complete clerical duties, that may include: filing, making appointments, answering the telephone, keeping department calendar up to date, receiving and sorting mail, updating forms and other duties as assigned by Chairman of Health Services.
- Withdraw and transfer records of students leaving the district upon certified school nurse's request and after certified school nurse's approval of such records.
- Assist in organizing state mandated procedures with individual certified school nurses.
- Assist school dentist in state mandates by preparing the instruments, scheduling students, attending examinations, recording results and sending referrals.
- Prepare and distribute health screening slips for each building including private, as requested.
- Distribute and review with any student needing elevator usage - proper protocol for such and maintain record keeping for all elevator badges distributed.
- Interview and record activity restrictions with students as needed.
- Aid in the process of transferring student records in the spring within the district.
- Review bids for medical supplies for the department annually.
 - Requisition medical supplies as needed throughout the year, including summer.
 - Compile bid sheets for all supplies.
 - Contact vendors for lowest bids for medical supplies as needed.
 - Check incoming medical supplies, fill orders, and send supplies to schools as needed.
 - Keep inventory of department supply room.
- Complete monthly calendar with Chairman as requested
- Compile information for annual State Report for reimbursement.
- Type letters, reports, and forms and distribute information for the Chairman of Department and certified school nurses as needed.
- Maintain file of master copies of correspondences, forms, etc.
- Arrange for coverage of nurse's offices at all schools when call offs or special events occur.

Qualifications

- PA licensed Registered Nurse or Licensed Practical Nurse
- Active CPR Certification
- Graduate of an approved nursing program
- Operational knowledge of relevant technologies, including computers, mobile and hand-held devices, and medical office equipment
- State mandated renewable background clearances and trainings for employment in PA public schools

Conditions of Continued Employment

- Maintain current PA RN or LPN licenses
- Maintain current CPR Certification
- Maintain State mandated renewable background clearances and trainings for employment in PA public schools

Competencies

- Must possess excellent interpersonal skills including active listening skills and the ability to communicate clearly and professionally with students, parents and other District employees.
- Must be able to work in an environment with frequent interruptions.
- Must be able to think critically, exercise good judgement, and work under high level of stress as it pertains to the job.
- Must be able to organize tasks and handle multiple tasks within close time proximity.

- Must possess computer skills, including a working knowledge of standard office, classroom equipment, and health office equipment, media and software applications, and other technologies (e.g. digital data collection tools).
- Must be able to learn and apply new skills, especially technological skills.
- Must be able to think creatively, analyze, and solve problems.
- Must demonstrate a compassionate attitude, practice empathy, and model a passion for health and wellness.
- Must appropriately handle confidential, sensitive, and protected health information.

Work Environment

Standard office setting including standard office equipment (fax, copier, phone, computer, etc.). The noise level is usually low to moderate, may be high during peak office traffic periods. Will perform some duties in various District buildings consisting of typical school classroom and other academic and non-academic settings within the school building (library, cafeteria, auditorium, gymnasium, playground, etc.).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a computer or other mobile device. The employee may be required to lift, carry, push, and/or pull objects up to 25 lbs. The employee may need to provide safe, physical management or restraint of students when necessary. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

The Mt. Lebanon School District is an Equal Opportunity Employer

The district provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.