

### **GHHS School Health Services Assistant/School Health Clerk**

The School Health Clerk is a member of the multidisciplinary team, under the guidance of the school/district nurse and/or the direct supervision of the school administration, manages and performs various health services and clerical duties for the purpose of providing student care, administering medications to the students, assisting, monitoring and/or administering treatments, monitoring communicable diseases, maintaining student documents and compiling data and developing reports.

#### **Daily Student Support:**

- Administer first aid and/or medication administration to students as prescribed and documentation as required (training provided). Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan
- Provides sick bay coordination and supervision of students
- Assist students with physical and mental health needs such as diabetes care, asthma, severe allergies and seizures.
- Maintains confidentiality

#### **Collaboration & Communication:**

- Work closely and collaborate with district RNs and school staff, parents and healthcare providers to maintain open communication about the student's condition and care plan
- Perform a variety of clerical duties under the guidance of the school/district nurse including, maintaining student health record
- Attend meetings and training sessions related to student's needs and plans of care
- Demonstrates outstanding ability to communicate and work well with the public (parents, students, staff, general public) in a friendly and positive manner.

#### **Emergency Response:**

- Emergency Preparedness & Response
- Contribute as an integral member of the M.E.R.T. and respond promptly to emergency situations such as choking, respiratory distress, or other medical emergencies.
- Follow proper first aid procedures and communicate with emergency medical services when required
- Participate in professional development and training regarding response protocols.

#### **Qualifications:**

- High School diploma required
- CPR, AED and First Aid Certification preferred - or willingness to obtain
- CNA, Medical Assistant or health care experience preferred

Skills and Abilities:

- Must be highly organized and have excellent communication skills
- Strong communication skills and the ability to work with a multidisciplinary team
- Compassionate, patient, and able to provide a calming presence
- Experience in Google Suite preferred

Working Conditions:

- The position requires working in a school setting, providing care during school hours
- The position requires multi-tasking and the ability to focus in a distracting environment
- Potential exposure to bodily fluids, medications and communicable diseases and viruses
- This position requires the ability to stay calm and act effectively in emergency situations