

HEALTH CLERK

DEFINITION

Performs a variety of clerical duties carried out in connection with the college Health Center.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Health Center Coordinator.

May provide work direction to student workers.

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.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Standard office practices and procedures.

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.

QUALIFICATIONS (continued)

Perform routine clerical tasks.

Read and follow written directions.

Keep simple records.

Operate or learn to operate standard office equipment.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

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

Desirable:

Possession of a standard Red Cross First Aid Certificate.

Completion of a course in C.P.R.