

DISTRICT SCHOOL BOARD OF PASCO COUNTY**Job Description****Clinic Assistant**

Salary Schedule: SRP 10B	Number of Work Days as Contracted Daily Work Hours: 7	FLSA Status - Nonexempt
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JOB GOAL: To provide first aid and limited health services support for assigned students based on training received from the school nurse

Clinic assistants must work under the supervision of a member or members of the instructional or administrative staff at all times. The supervising school nurse and/or administrator is responsible for communication and direction regarding the level of care that is provided to students.

REQUIRED QUALIFICATIONS:

1. High school diploma or equivalent
2. First aid and cardiopulmonary resuscitation (CPR) certifications or agreement to become certified within the designated timeframe

DESIRED QUALIFICATIONS:

1. Experience in a similar position
2. Word processing, database and spreadsheet computer skills.
3. Licensed Practical Nurse, licensed by Florida Department of Health, Division of Medical Quality Assurance (MQA) or Certified Nursing Assistant, certification issued by FL Department of Health, Division of MQA

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrate basic clerical skills, including filing, record keeping, and report preparation
2. Display ability to perform basic mathematics skills
3. Communicate effectively in written and oral form using positive interpersonal skills
4. Exhibit basic knowledge of word processing and data entry computer skills

REPORTS TO: Site Administrator
School Nurse

SUPERVISES: Not Applicable

PERFORMANCE RESPONSIBILITIES:

1. Work under direct supervision of site administrator and at the direction of the school nurse assigned to the school with program supervision by the Supervisor of Student Services (Health)
2. Determine students' health status upon arrival at the clinic and provide appropriate care and referral if necessary
3. Assist students with health, hygiene, and other personal needs
4. Notify site administrator or designee at once if an emergency situation exists, including notification if a call is made to 911. Make every reasonable attempt to notify the parent or emergency contact person regarding medical emergencies as soon as possible

5. Follow district procedures as contained in the Clinic Assistant Procedure Manual and the Healthy Student Protocols, under direction of assigned school nurse responsible for delegation and evaluation of competency
6. Assist with routine health screenings, as requested
7. Administer medications and perform selected health procedures per established guidelines
8. Make referrals to school nurse, school social worker, guidance counselor, administrator, school staff, and community agencies as appropriate
9. Perform clerical duties regarding health services that include:
 - a. Organize, file, and maintain health information in a confidential manner
 - b. Documentation of health services provided
 - c. Maintain the clinic supply inventory
 - c. Assist the school nurse with students' health record review and follow up, including, but not limited to, immunization, physical exam, and emergency cards
10. Communicate effectively with students, parents, staff, and community agencies while maintaining confidentiality
11. Keep the health room organized/orderly and clean at all times
12. Perform other school health related duties as assigned by site administrator or designee