Administrative Support to District Health Department - Secretary/Health Aide

TITLE: Administrative Support to District Health Department - Secretary/Health Aide

QUALIFICATIONS:

Education/Certification:

I. Associate degree or equivalent work experience.

II. Emergency Medical Technician license.

III. Hold a valid state of Maine Criminal History Record Check (CHRC) approval.

Special Knowledge/Skills:

I. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.

II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.

III. Training, skills, and demeanor necessary to respond professionally and calmly as a first responder in emergency health situations until the arrival of other medical personnel.

IV. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.

V. Demonstrated computer skills.

VI. Must be team oriented with excellent interpersonal and communication skills.

VII. Must be willing to participate in ongoing in-service training as requested.

VIII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: School nurses and building administrators. High School Principal is the primary evaluator and supervisor.

JOB GOALS:

To assist the District Nurses and school administrators with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

I. Provides school nurses with secretarial support.

II. Act as receptionist for High School Health Office and Middle School/Pond Cove Health Office when present at those offices.

III. Assist with maintenance of supplies and equipment; necessary communication and record keeping regarding ordering and inventorying of supplies.

IV. Office record keeping, filing, and correspondence with parents, students, and others.

V. Maintenance of student medical records for the district.

VI. Preparation of Health Department budget in consultation with school nurses and building administrators.

VII. Preparation and submission of state reports for student immunizations, hearing, vision, and scoliosis, and other state reports that may be required in the future.

VIII. Medical care for students at the High School and Middle School on first responder basis when present at those schools.

IX. Hearing and vision testing for high school students.

X. Substitute teacher calling.

XI. Screening and organization of mail for High School health office and Middle School health office when present at that school.

XII. Shares summer coverage as scheduled.

XIII. Assists Main Office secretaries to the extent time permits and needs of school requires.

XIV. Performs other duties as assigned by the school nurses or building administrators.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting, responding effectively in emergency situations

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifing (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The High School Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

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