

**HEALTH CLERK II**

**DEFINITION**

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

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the Associate Dean of Health Services.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Performs Internet searches and assesses initial validity of current health-related articles and resources according to standards established.

Procures, prepares and displays health education materials through various mediums.

Maintains health resource files and materials, content to be evaluated by nursing personnel.

Updates and maintains patient demographic information on charts. Records information on and files student health records.

Maintains current referral files for area doctors and specialists.

Compiles monthly statistics on Health Center services and student demographics.

Greets students coming to the college health office, evaluates their needs, and takes appropriate action. Renders minor first aid.

Determines and refers any need for immediate care to the nursing personnel.

Responds to inquiries submitted to the Health Center by various methods, including e-mail.

Answers telephone calls and contacts security in health emergencies.

Maintains Health Center equipment and supplies in a clean and usable condition.

Designs and distributes flyers and other materials publicizing Health Center events.

Assists students performing information searches on the Health Center computer.

Operates standard office machines and equipment.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Computer applications and software, including searching the Internet and desktop publishing software.

Standard office practices and procedures.

Students' needs and behavior.

Basic first aid procedures and techniques.

### **Ability to:**

Operate a computer and its applications including Internet searches, desktop publishing software, word processing and spreadsheet applications.

Analyze the validity of medical articles found on medical association websites and in periodicals according to standards established by the Associate Dean of Health Services.

Compile statistics in a useable format, keep simple records.

Establish and maintain good relationships with students and other Health Center patrons and visitors.

Perform routine clerical tasks.

Read and follow written directions.

Operate standard office equipment.

Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Graduation from high school or equivalent.

Two years of work experience in health-related fields or community college or school setting, including one year of paid work experience using a computer and software programs.

### **Desirable:**

Possession of a standard Red Cross First Aid Certificate.

Completion of a course in C.P.R.