

Berlin Central School District

Health Office Assistant Substitute Position

Position:

Health Office Assistant

Location(s):

Berlin Elementary School & Berlin MS/ HS

Qualifications:

Possession of a current license to practice as a Licensed Practical Nurse (LPN) in the State of New York and one year of experience in general office work. CPR/First Aid certified

General Statement of Duties:

Assists school medical and nursing staff by performing routine and non-professional health and clerical services in a school setting to aid in the health care needs of students and staff, does related work as required. Typical job duties include:

1. Administers basic first aid
2. Performs selected screening activities (vision, etc.)
3. Dispenses prescribed medications
4. Records selected student health information; keeps accurate data for monthly reports
5. Informs nurse of health counseling and health education needs.
6. Shares other appropriate health information with nurse and maintains confidentiality
7. Performs additional tasks and duties as determined the nurse

Contact Person:

Jennifer Morris Director of Pupil Services – through www.olasjobs.org