

PUBLIC HEALTH ASSISTANT (SCHOOL HEALTH)

General Statement of Duties and Responsibilities

Under direct supervision, assists medical and/or professional staff in schools by performing clerical and health-related duties; performs related work.

Examples of Typical Tasks

Performs vision, hearing and simple urinalysis tests.

Weighs and measures patients.

Takes pulse, respiration rates and temperatures. May collect and label specimens.

Prepares patients for examination and assists professional staff during examinations.

Operates related equipment.

Interviews patients to obtain identifying and routine medical information. May explain testing and other procedures.

Schedules appointments, answers routine questions and makes appropriate referrals; makes and receives related telephone calls.

Comforts patients and reports relevant observations and information to the professional staff.

PUBLIC HEALTH ASSISTANT (SCHOOL HEALTH) (continued)

Examples of Typical Tasks (continued)

Organizes, maintains, retrieves and replaces medical folders, charts and forms; reviews for completeness, and records and transcribes medical information onto appropriate forms, documents, and charts.

Schedules medical appointments and contacts parents via telephone or mail regarding appointments.

Sends, receives, and sorts mail, medical records and notices.

Collects and records statistical data.

Maintains logs and schedules.

Requests, arranges, and maintains equipment and supplies.

Does light housekeeping and cleans instruments and equipment.

May administer simple first aid.

May accompany nurse on home visits.

May perform the duties of Public Health Assistant (81805), as required. May be assigned to work in public health clinics, as required.

C - X
PUBLIC HEALTH SERVICE
(SCHOOL PROGRAMS) [071]

CODE NO. 81815

PUBLIC HEALTH ASSISTANT (SCHOOL HEALTH) (continued)

Qualification Requirements

1. A four-year high school diploma or its educational equivalent; or
2. Completion of the eleventh grade of high school, and one year of full-time satisfactory experience performing health-related or clerical duties; or
3. Education and/or experience that is equivalent to "1" or "2" above. However, all candidates must have completed the eleventh grade of high school.

Direct Lines of Promotion

From: None

To: Clerical Associate (10251)
[Assignment Levels III and IV]