



## Appomattox Regional Governor's School

“Nurturing gifted and talented creative thinkers in the fine, performing and technological arts.”

### POSITION DESCRIPTION

**Date:** November 10, 2020

**Job Title:** Clinic Assistant

**Work Location:** ARGS – High School

**Immediate Supervisor:** School Nurse

**Terms of Employment:** PRN

#### **General Description:**

Provide health care assistance to students, handle routine and non-routine medical situations within standard medical practices. Requires handling of sensitive information or dealing tactfully with others, some judgement is required. Work is under the supervision of the school nurse with specific guidelines of the clinic.

#### **Essential Job Functions:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Maintain confidentiality with students and faculty health information in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Follow the school nurse's instructions, and demonstrate an understanding of procedures, in order to assist daily operation of the clinic.
- Keep the school nurse and the school counselors informed as to the urgency of students' needs by utilizing effective communication skills, both verbally and written.
- Assist with yearly vision and hearing screenings and daily health screenings.
- Dispenses medication to students and maintains appropriate medical records and logs.
- Provide clerical assistance with answering telephone, emailing faculty/staff, and filing, maintaining records and ordering supplies.

- Perform treatment procedures in accordance with physician's instructions.
- Treat minor accidents and health emergencies.
- Follow guidelines for notifying administration, school counseling, emergency services and legal guardian.
- Treat faculty and staff in accordance with First Aid guidelines.
- Assist with managing the school's COVID-19 Health Plan.
- Perform related duties as assigned.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger; reach with hands and arms; handle paper files, records, computer and equipment controls; talk and hear. The employee is required to stand, walk and sit. This employee may be required to use crisis prevention or intervention techniques. This position requires lifting up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**Work Environment:**

Work is performed in a public school. The noise level in the work environment varies.

**Knowledge/Skill/Abilities:**

- Thorough knowledge and current certification in First Aid, CPR & AED.
- Comprehensive knowledge of medical conditions, practices, medication and treatments.
- Ability to screen, assess illnesses, injuries, seizures and follow appropriate Care Plan.
- Some knowledge of childhood growth and development.
- Knowledge of clerical procedures to obtain appropriate medical assistance to handle emergencies.
- Ability to work well with students, faculty, staff and parents in a professional manner.

**Requirements:**

LPN, CNA, and CMA, EMT or nursing student preferred. Education, training or experience sufficient to demonstrate the required knowledge, skills and abilities may be substituted for minimum requirements.

Contact Mrs. Veronica Kouassi Small, Assistant Director at (804) 722-0200 ext. 110 or email [vkouassi-small@args.us](mailto:vkouassi-small@args.us) to submit a complete ARGS employment application, resume and three reference letters.

**Position will be open until filled.**