

Delano Union School District
School Health Wellness Optical Clerk
(Bilingual/Biliterate)

Brief Description of Job

To provide professional services which contribute to effectiveness of the school based vision center and or wellness center and the services rendered; to serve as an interpreter for parents and community members with a limited English speaking ability.

Administrative Relationship

Works under the supervision of the Director of Health Services or administrative designee.

Required Qualifications

1. Knowledge of office practices and procedures and skill in operation of common office equipment, including computer, faxes, processing equipment.
2. Minimum one-year experience working in a medical office, vision center and/or facility.
3. Experience in secretarial/clerical work of responsible nature.
4. Proficiency in Microsoft office suite software and google drive applications.
5. Experience working with medical insurance agencies in obtaining preauthorization for treatment and or services.
6. Experience using electronic medical records, scheduling, and reminder systems; ability to analyze and monitor scheduling for healthcare provider(s).
7. Knowledge of creating, managing, and storing confidential medical records; ability to maintain security of sensitive and confidential information.
8. Ability to follow oral and written directions; ability to use independent judgment and coordinate work of others and report to supervisor as needed.
9. Ability to work effectively with staff, students, parents and the public.
10. Possession of valid California driver's license and personal automobile for use on district business.
11. Type forty (40) words per minute from clean copy for five minutes with 95% accuracy.
12. Pass District administered proficiency test.
13. Bilingual-biliterate skills required. Must pass District bilingual test.

EXPERIENCE

Must have three (3) years of responsible and varied clerical experience involving at least two years in a secretarial capacity.

EDUCATION

Must have a minimum of a high school diploma or equivalent.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Performs clerical duties of complex and responsible nature; composes correspondence; operates office machines, computer terminal and word processor; types letters, requisitions, records, lists and other documents, including health related documents; answers telephone; schedules appointments and meetings. Sends out and assists parents in completing consent forms in both English and Spanish.
2. Answers inquiries and provides information of specialized or confidential nature requiring use of discretion and independent judgment within limits of established policies and procedures.

3. Prepares and accurately maintains variety of reports, records and files relating to students, staff, operations and activities.
4. Sets up and maintains files; maintains inventories, ordering and related records; monitors budget as directed.
5. Provides technical supervision pertaining to areas of assignment.
6. Oversees day-to-day patient scheduling; health insurance billing; assists with updating and maintaining health agency contracts and vision center and wellness center certifications.
7. Assists with FERPA & HIPPA compliance monitoring; coordinates, facilitates, and assists with case review process and case management review and monitoring.
8. Provides and coordinates support and training for vision center and or wellness center staff.
9. Assists with updating and maintaining student health records in Aeries for health services when not working on vision center projects.
10. Send out exclusion letters for lack of immunizations, TB assessments and or physicals. Send out annual vision appointment reminder cards
11. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- | | | | | | |
|---------------|---|---------------|------------------|---|---------------|
| 1. Seldom | = | Less than 25% | 3. Often | = | 51 - 75 % |
| 2. Occasional | = | 25 - 50% | 4. Very Frequent | = | 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 c. Ability to hear and understand speech at normal levels.
- 4 d. Ability to communicate so other will be able to clearly understand a normal conversation.
- 3 e. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 f. Ability to lift 20 lbs.
- 2 g. Ability to carry 20 lbs.
- 4 h. Ability to operate office equipment.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Performs other related duties as assigned.

Employee: _____ **Date:** _____

Authorized Representative: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Board Approved: 12/10/18