

## **Job Description: Health Services Administrative Assistant**



### **Position Title:**

Health Services Administrative Assistant

### **FLSA Status:**

Non-Exempt

### **Salary Grade:**

### **Pay Grade:**

### **Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

### **Custom Job Purpose:**

This position exists to assist the Health Services Director in performing clerical and administrative functions related to responsible, confidential, and specialized work in health and wellness in schools.

### **Essential Functions of this Job**

Composes and types correspondence, meeting agendas and subsequent minutes makes copies, and prepares packets and information for supervisor and meeting participants. Organizes and maintains filing systems for retrieval and historical storage. Prepares complex reports and summaries requiring specialized knowledge and strict confidentiality. Conducts research, compiles data, and prepares documents for consideration by supervisor. Answers and screens telephone calls, arranges conference calls, and takes and delivers messages. Receives and organizes information, responds to questions when appropriate, edits and reviews outgoing correspondence, and ensures communication of information throughout the department. Arranges and coordinates travel schedules and reservations. Orders and maintains supplies, and arranges for equipment maintenance. Assists in planning and promotion of wellness programs...

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Schedules wellness screenings/activities/programs at various locations. Assists in planning and promotion of health screenings. Maintains confidentiality of employee/student medical information.

### **Non-Essential Functions of this Job**

Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

Knowledge of spreadsheet, word processing, presentation, email, and data management software packages in a Microsoft Office environment. Ability to perform work accurately and thoroughly within time-sensitive deadlines. Ability to deal proactively with work-related problems. Ability to demonstrate conduct conforming to a set of values and accepted standards. Must possess organizational skills and be able to follow a systematic method of performing most functions. Must demonstrate strong time-management skills. Ability to read and comprehend instructions, correspondence, and memos. Must possess strong verbal and written communication skills. Ability to maintain confidentiality and handle sensitive materials and information. Must listen well, get clarification, and respond positively to questions and directions. Ability to follow policies and procedures. Ability to keep records and reference files, assemble and organize data, and prepare composite reports from such data. Outstanding interpersonal communication skills. Computer literacy skills. Considerable knowledge of the philosophy of health and wellness. Ability to keep records and reference files, to assemble and organize data, and prepare composite reports from such data. Outstanding interpersonal communication skills.

### **Education, Experience and/or Certification/License Requirements**

High school diploma or general education degree (GED) is required. Previous working knowledge within a local school system, including terminology, acronyms, laws that affect students, and organizational structures, is highly desirable as well as knowledge of general business practices within the assigned area. Considerable responsible experience in health/wellness. CPR certification required.

### **Work Context:**

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

### **Physical Environment:**

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

### **Local Code:**

9000

### **EEO5:**

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**Approval Date:**

**Date Last Revised: 04-18-2022**

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.