



Medical and Office Assistant Position Description

The Medical and Office Assistant is responsible for maintaining a safe and healthy environment for all students and staff. This is a full-time, 12-month non-exempt position. During the school year, the Medical and Office Assistant will typically be present during regular school hours (8 am - 4pm), with additional hours as needed for scheduled after school activities and/or other duties. During the summer, the Medical and Office Assistant will be present for all weeks of camp. The hours, schedules, tasks, and goals of the Medical and Office Assistant are to be determined by the Office Manager, to whom the individual reports.

This person is responsible for the following:

- **Student wellness**
 - demonstrate care and compassion to all students
 - perform COVID-19 sample collection for young students (anterior nasal swabbing) and supervise self-administered sample collection for older students
 - manage injuries and communicate with families
 - provide timely communications regarding COVID-19
 - serve as liaison between home/school regarding health concerns
 - administer medications as directed by an outside physician, and observe self-medication for those students so approved
 - monitor and assist students with chronic illnesses (e.g., diabetes) and allergies
 - develop emergency care plans for students in conjunction with families
 - audit and inventory student health action plans
 - maintain digital log of student accidents and injuries
 - take part when needed on student field trips
- **Administration**
 - complete all required county and state health reporting in a timely fashion
 - maintain regular communication with county health department as it relates to COVID-19
 - manage communicable disease protocol (e.g., health assessment, health alerts to families, etc.)
 - directly support the Office Manager in the completion of administrative duties (e.g., filing, record keeping, etc.)
 - lead Health and Safety Committee meetings
 - attend appropriate health and risk committees and task forces
 - ensure that identified risk factors are addressed
 - update school health policies on a regular basis
 - maintain instructor certifications
 - as needed, support both Office Managers in day-to-day school functioning (e.g., welcoming visitors, answering phone calls, etc.)
 - maintain health supplies and ensure that equipment (e.g., AED devices) is in good working order
 - complete other administrative duties as required by the Head of School
- **Faculty & Staff**
 - provide teachers with necessary and appropriate student health information



- lead annual staff health training sessions (e.g., CPR/AED, first aid, EpiPen & glucagon, etc.)
- serve as health consultant for the school
- arrange for substitutes for teachers
- arrange annual flu vaccine clinic for employees
- receive COVID-19 symptoms check information
- maintain faculty/staff health forms and emergency information
- support school administration in the implementation of OSHA regulations and bloodborne pathogens policy
- ensure that school policies regarding faculty health protocols are followed

Qualifications:

At a minimum, candidates must have completed a medical assistant program; possess an associate's degree in a healthcare related field; hold First Aid/CPR/AED Instructor Certification; and have experience working with children. The ideal candidate will have at least three years of experience of health care in a school setting; understanding of independent schools; and proven communication skills. Medical Assistant Certification, though not required, is highly desired.

Interested candidates should send a cover letter and résumé to Office Manager Beth Muszkiewicz at bethm@emerson-school.org. More information about Emerson can be found on www.emerson-school.org.