

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Welcome Center Clinic Assistant	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Welcome & Enrollment Center	Pay Range:	723
Dept./School:	Welcome & Enrollment Center	Date Revised:	4/04/2024

Primary Purpose:

Provide support services for the Enrollment Center Clinic, clinic manager, department head and other staff members.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Special Knowledge/Skills:

Proficiency with computer and software including word processing, spreadsheets and databases
Effective communication, interpersonal and organizational skills
Basic math skills
Strong Organizational Skills
Detail Oriented
Bilingual preferred (English/Spanish)
Knowledge of Texas Vaccine for Children (TVFC) guidelines (preferred)

Experience:

Two years of clerical experience (in a public education environment, preferred)
Prior experience with health services related skills preferred
Immunization Screening (preferred)

Major Responsibilities and Duties:

Receive incoming calls, take reliable messages and route to appropriate staff

Assist guardians and school personnel with scheduling of students for immunizations

Receive, sort and distribute mail and other documents for the clinic

Responsible for timely organization of vaccines and materials upon receipt

Serve as interpreter between Clinic Nurse Manager and families that are primarily Spanish speakers

Ensure guardians receive assistance for uploading student's immunization records to their child's enrollment application

Serve as the TVFC coordinator backup

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Assist with data logging responsibilities

Receive vaccine shipments and ensure prompt storage and receipt notification

Maintain confidentiality of information and departmental files

Accept and utilize supervision by the director and clinic nurse manager and to recognize limits and constraints of the position

Handle basic first aid and emergency situations promptly and appropriately

Knowledge of screening and transcribing of immunization records

Ensure consistent implementation of school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured

Facilitate enrollment and Child Find process at the Welcome & Enrollment Center Clinic

Keep informed of and comply with all state and district policies and regulations concerning primary job functions

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Equipment Used:

Uses computer, printer, copier, calculator, fax, and temperature data logger

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to instruct; interpret policy and maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator

Date: 4/04/2024

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration

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and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____