



Example of Ops-Support Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for an ops-support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for ops-support

- Implements federal, state, and local laws, regulations, and procedures related to school health services
- Implements laws, regulations, policies and procedures to control communicable disease within the school setting
- Maintains daily, monthly, and yearly statistics on health room services for reporting purposes to code in HMS EARS and Health Master
- Organize, file, and maintain health information in a confidential manner
- Documentation of health services provided
- Maintain the clinic supply inventory
- Assist the school nurse with students' health record review and follow up, using emergency clinic cards
- Administers medication to students per policy and procedure, maintaining student medications and records per policy and procedure
- Assists with blood glucose monitoring, insulin administration, and carbohydrate counting for Diabetic students
- Identifies and documents students with health problems and refers students to the SCHN (school nurse)

Qualifications for ops-support

- Good personality and attitude to learn
- 3+ years experience on internal system applications such as PARTS+ and related applications

- The ability to handle multiple tasks simultaneously and the ability to work well with other areas at RPS, often under tight deadlines
- Understanding of work flow, business processes
- Able to research and resolve a wide variety of issues and queries using independent judgment with little or no assistance