



**City of Meriden
Health Aide I
Part Time (25 hours per week, school year)**

This is a position in the School Health Program, housed in the Meriden Department of Health and Human Services. The Health Aide I works 25 hours per week during the school year (10 months).

Health Aide I is an entry-level public health position responsible for clerical and nursing assistance work in the public schools. The Health Aide I works closely with a public health nurse in providing assistance to students visiting the health room.

Duties of the Health Aide I include maintaining files and records, scheduling appointments, serving as receptionist, filing, assisting ill or injured students, and assisting with medical screening tests under supervision. This position is responsible for making routine office clerical decisions and decisions related to the handling of ill or injured students in the absence of a nurse.

The work requires that the employee have some knowledge and skill in office methods and procedures and an ability to work with students.

Hours will be Monday through Friday, 8:00am – 1:00pm. This position requires graduation from high school or the equivalent and training in office and clerical skills. Starting salary is \$14.73 per hour. [Click here](#) for an application or pick one up in the Human Resources Department, City Hall, 142 East Main Street. Completed applications can be emailed to humanresources@meridenct.gov or delivered/mailed to the above address. The last day to apply is **Tuesday, February 27, 2018**. The City of Meriden has an anti-nepotism policy. Please review the policy on the City of Meriden website.

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