

# Health Office Substitute

**Position:**

Health Office Substitute

**Qualifications:**

Current NYS RN or LPN License

NYS Driver's License

CPR Certification

**General Statement of Duties:**

- Substitute in the health office
- Manage medical emergencies.
- Work in a clinical office environment & oversee the health of students, including:
  - Sick visits
  - Medication administration
  - Charting health office visits

**Starting Salary:**

Per CSEA contract

**Contact Person:**

Tracy Kent, Berlin Elementary Principal [tkent@berlincentral.org](mailto:tkent@berlincentral.org)

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