



Position Description

Title:	EARLY HEAD START/HEAD START LPN
Reports To:	EARLY HEAD START SUPERVISOR
Division:	CHILDREN'S SERVICES
Program:	EARLY HEAD START
Status:	NON-EXEMPT, HOURLY
Hours Per Week:	40

SUMMARY OF POSITION

The Early Head Start/Head Start LPN will serve as a resource to the Early Head home visitors in providing information to enrolled families and provide staff training as required.

ESSENTIAL JOB RESPONSIBILITIES

- Assist in developing partnerships with area health care providers.
- Complete monthly reports as requested by supervisor.
- Work with home visitors, as requested, to provide information on health related issues.
- Participate in home visits with prenatal families as requested by the home visitor.
- Annually review program health plans in conjunction with Head Start Health Specialist and Early Head Start Supervisor and offer suggestions for revision as necessary.
- Complete post-partum checkups with new mothers within timeframe established by federal program performance standards.
- Coordinate and facilitate the required meetings of the Health Services Advisory Committee (HSAC).
- Review nutrition screens for clients enrolled in the Early Head Start program.
- Establish relationships with all school counselors within the service area to gain referrals to the program.
- Fill in for home visitors during periods of extended absences.
- Provide on-going communication and information sharing on health services to program staff, parents, Health Advisory and Policy Council so that they will have the opportunity to comment, question, make suggestions and offer feedback.
- Communicate with other health professionals and interested organizations in the community to obtain their services, support, funding and involvement with Early Head Start and Head Start.

- Assist with the self-assessment and community assessment as requested.
- Oversee the health component of the Head Start program to insure all aspects of program performance standards are being met.
- Assist with CACFP monitoring reviews.
- Report any cases of suspected child abuse or neglect, as required by law, in accordance with agency policies and procedures.
- Administer staff vaccinations such as Adult Hepatitis B and Seasonal Influenza in addition to annual Tuberculin Skin tests.
- Provide staff training on such topics as CPR/First Aid, medication administration, signs and symptoms of illness, etc.
- Perform lead and hemoglobin testing, hearing screens and vision screens on enrolled children as a last resort in order to insure all children are up to date according to EPSTD.
- Attend all pre-service and in-service trainings, as well as various staff meetings, Policy Council meetings and Health Services Advisory meetings as requested.
- Assist with the recruitment of eligible children for the Head Start and Early Head Start programs.
- Maintain confidentiality at all times.
- Assist with gathering and accurately documenting in-kind.
- Create and adhere to career and position goals
- Perform additional duties as deemed necessary by the Director of Children's Services or designee.

MINIMUM REQUIREMENTS

- Minimum of licensure as a Licensed Practical Nurse (LPN) in Indiana.
- Clinical experience in obstetrics and pediatrics.
- CPR and First Aid certification for adults and children.
- Must have a valid Indiana Driver's License and proof of insurance. Must have a reliable personal vehicle available for use in business related travel.
- Must submit to a criminal history background check.
- Must obtain a physical within 30 days of hire and update every two years.

KNOWLEDGE, SKILLS AND ABILITIES

- Decision and problem solving abilities.
- Excellent written and verbal communication skills.
- Intermediate computer skills, internet and e-mail.
- Strong organization and time management skills, ability to meet tight deadlines and work under pressure.

- High level of efficiency, accuracy and attention to detail.
- High level knowledge of community resources and how to access services for children and families.
- Must be flexible and non-resistant to change.
- Ability to work as a team member collaborating with staff, parents and community resources.
- Ability to set and maintain professional boundaries with families.
- Ability to interpret and implement complex policies and regulations.
- Ability to respond appropriately to an emergency or a crisis situation.
- Occasional kneeling, stooping, bending.
- Occasional lifting up to 50 lbs.
- Must be available for overnight travel, evening and weekend work as required.
- Must be supportive of the missions of Hoosier Uplands Economic Development Corporation and the Children's Services Division.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by staff within this position. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Interested applicants should forward a resume and cover letter to:

**Hoosier Uplands EDC
Attn: Debbie Beeler, Director of Children's Services
500 West Main Street
Mitchell, IN 47446**

-or-

dsbeeler@hoosieruplands.org