



Position Description

Title:	HEALTH SPECIALIST
Reports To:	CURRICULUM AND ASSESSMENT SPECIALIST
Division:	CHILDREN'S SERVICES
Program:	HEAD START / EARLY HEAD START
Status:	NON-EXEMPT, HOURLY
Hours Per Week:	40

SUMMARY OF POSITION

The Health Specialist will plan, coordinate and implement comprehensive health services for children and families and will maintain high quality programming that adheres to Head Start Performance Standards and written program plans.

ESSENTIAL JOB RESPONSIBILITIES

- Write and/or update policies and processes which detail activities for the provision of health services.
- Review, evaluate and interpret health records, vital statistics and other data affecting health services.
- Work with community physicians and/or the Health Advisory committee to maintain current, up-to-date medical procedures in applying first aid, administering medications and maintaining the supplies and equipment needed for administering health services in each center.
- Adhere to a formal monitoring process for health services to assure that objectives and activities are being achieved on schedule.
- Review monthly reports on health service activities including number of completed physicals, dentals, visions and immunizations. Work with families and staff to insure all health requirements are met for each enrolled child.
- Provide on-going communication and information sharing on health and nutrition 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 Head Start.
- Engage families and encourage them to assume the primary responsibility for their own health care including establishing a medical home by educating families and fostering the development of self-confidence. Provide a listing of community resources.
- Maintain a functional Health Services Advisory Committee that meets no less than two times per year. Insure that the HSAC will have the opportunity to assist in identifying family, program and community health needs.

- Develop a list of local health resources, a system to use these resources and establish working relationships with local providers through agreements as appropriate.
- Promote preventative health services and early intervention to help support school readiness.
- Investigate child health problems or concerns as identified by staff.
- Insure that health and nutrition records on all Head Start children are current and data is entered into the child tracking system.
- Accompany Family Case Managers and Home Visitors on home visits when necessary.
- Analyze community assessment information and facilitate planning efforts to determine services for Head Start and Early Head Start.
- Serve as a liaison to the health community and advocate for child and family health.
- Coordinate efforts to obtain and track height and weight measurements on all Head Start children no less than two times per year.
- Assist in the development of policies and procedures for responding to medical and dental emergencies.
- Provide a monthly report to the Director of Children's Services in a timely manner each month.
- Report any cases of suspected child abuse or neglect, as required by law, in accordance with agency policies and procedures.
- Assist in determining training and technical assistance needs of program staff. Assist as needed in conducting training of staff. Retain certification to train staff in first aid, CPR and Universal Precautions.
- Meet regularly with other component specialists to share information, problems and concerns and to coordinate efforts to implement Performance Standards.
- Responsible for interviewing and making hiring recommendations, as well as the supervision, evaluation and training of subordinate staff.
- Monitor work performance of subordinate staff in order to assure high quality outcomes.
- Review time cards to insure accuracy and submit to the administrative office on a bi-weekly basis.
- Conduct annual evaluations on assigned staff. Recommend salary increases, promotions and discharges. Handle employee grievances.
- Ensure health and nutrition resources reflect the multi-cultural diversity of the families in the program.
- Participate in program planning, self-assessment, community assessment and other efforts to assure a high level of quality program services and to maintain compliance with Federal Performance Standards, Indiana Day Care Regulations and other pertinent laws and regulations.
- Attend all pre-service and in-service trainings, as well as various staff meetings and Policy Council meetings as requested.
- Assist with the recruitment of eligible children for the Head Start and Early Head Start programs.
- Maintain confidentiality at all times. Monitor subordinates' compliance in maintaining confidentiality.
- 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.

MINIMUM REQUIREMENTS

- An associate or bachelor's degree in public health or a licensed RN or LPN is preferred.
- Must have experience in health services.
- 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.
- Must be willing to obtain instructor certification in CPR and First Aid.
- Must be willing to obtain certification in administering TB tests.

KNOWLEDGE, SKILLS AND ABILITIES

- Frequent significant 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.
- Ability to aggregate and analyze data as well as perform mathematical skills including calculating decimals and percentages.
- 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 and staff.
- Strong supervision skills and ability to exercise tact and discretion in all employee interactions.
- 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
500 West Main Street
Mitchell, IN 47446**

-or-

dsbeeler@hoosieruplands.org