



POSITION GUIDE

Position Title: Head Start Health Specialist

Code:

Department: ECSES

Group: Head Start

Reports to: Head Start/Early Head Start Director

Date:

PURPOSE OF POSITION:

The purpose of this position is to provide education and support to children, families and staff in the implementation of an effective health program.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Provides classroom based, preventative health trainings (i.e. hand washing, tooth brushing), as well as facilitates health related meetings between classroom staff and families. Provides health and wellness trainings to parents. Provides health and wellness in-service training to staff in order for them to assist in meeting Head Start Performance Standards.
 2. Completes the required training for the Child and Adult Care Food Program (CACFP). Supports nutrition training for staff and monitoring of the food program. Assists in monitoring nutrition program for compliance with CACFP and Head Start Performance Standards.
 3. Conducts child screenings in accordance with Head Start regulations; makes referrals as appropriate. Provides families with the screening results.
 4. Monitors completion of Head Start health requirements. Maintains health records in the MyHeadStart data base system. Contacts providers for completed health documentation. Contacts families regarding needed information. Informs Family Service Workers (FSW) and Home Visitors on outstanding health information required by the Office of Head Start in order for them to assist in obtaining the information from families.
 5. Obtains documentation and/or information from families and providers regarding children's allergies, food restrictions, and health conditions in order to coordinate health related services including but not limited to medication administration and menu alterations in the classroom. Provides documentation to staff as needed. Works with Director to complete health care plans. Coordinates with school and/or agency nurses to implement health care plans as needed.
 6. Provide data for the completion of reports to various entities including the Office of Head Start. Assist in obtaining community health data to support the needs of the program.

This is not a complete itemization of all facets of this position.

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7. Responds to health concerns at all sites. Coordinates with nurses at school sites, as necessary. Maintains documentation of all contacts regarding health concerns. Reviews injury reports prior to giving them to the Director. Assist staff in administering first aid in accordance with established first aid procedures when on site.
8. Monitors health supplies, including requirements for first aid kits, in conjunction with the Program Assistant. Requests Program Assistant to place orders for supplies as needed and with the approval of the Director.
9. Provides guidance to staff and families on health-related issues utilizing the guidance of Head Start Performance Standards, EPSDT standards, Center for Disease Control, American Academy of Pediatrics, and Lebanon County Head Start Health Policies.
10. Coordinates with other community health professionals, Head Start staff, and Head Start parents to provide guidance to the program's health policies and procedures. Along with the Head Start Director, has oversight of the Head Start Health Advisory Committee.
11. As a mandated reporter, adheres to procedures when suspecting child abuse or neglect.
12. Adheres to the established work schedule through regular and consistent attendance.
13. Proactively works as a team member to solve/assist with problems, issues and opportunities.
14. Performs other duties as assigned or requested by Program Supervisors.
15. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Certification/License Required: CPH, CHES or MCHES certification, or LPN/RN license

Education Desired Bachelor's in Public Health, Health Education, or health related field in lieu of LPN/RN

Experience Required: 3-5 years' experience in community health, nutrition, child development, first aid, and safety desirable. Working knowledge of local community resources related to medical and dental care. Intermediate computer skills: programs can include but not limited to Microsoft Office, Excel, Outlook and Internet Explorer.

Other Qualifications: Collaboratively works as part of an educational team; becomes familiar with the unique needs and rights of students as well as Head Start regulations to ensure all are met.

Actively contributes to the provision of a safe environment for the students being served.

Effectively adapts to unexpected, changing situations.

Valid state driver's license with a good driving record

This is not a complete itemization of all facets of this position.

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ESSENTIAL PHYSICAL REQUIREMENTS:

The strength and ability to assist in lifting pre-school students. Some bending, stooping, and squatting must be tolerated as well as the ability to assist in physical interventions if necessary.

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 35%
Walk/stand: 65%
Driving to other locations: as required

Lifting: Up to 25 lbs

Vision: Close concentration; constant viewing/use of computer screen

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment: Preschool education classroom environment, office
