

Position: HEALTH SPECIALIST	Effective Date: July 1, 2025
Service Area: Health/Adult Mental Health/Nutrition	Reports To: Director of Family Services and Community Engagement
Classification: Specialist III	Status: Full Time, 12-Mos, Not Eligible for Overtime Pay

Position Purpose: Focus: Health Services for the Head Start Program. Oversee Health Services for the Head Start program and implementation of the Performance Standards pertaining to all Health Services. Responsible for providing training and technical assistance, resources and monitoring of Regional Nursing staff to ensure that Head Start Performance Standards are met in the provision of services to families.

Qualifications

- BS Degree in Nursing (BSN), Nutrition or Closely Related Field; Experience in Providing Health and Nutrition Services to children and families
- Current Nursing License, Registered Nurse
- Experience in Community Health preferred

Essential Job Functions: *These functions are performed on a regular basis unless otherwise specified. Employees must be able to perform each of the below functions with or without reasonable accommodation.*

Physical Abilities: The actual physical activities of the position are too numerous to list, but would generally include, and not be limited to, the following:

- The ability to lift at a minimum 30 lbs, occasionally, during employment.
- This position requires frequent standing, walking, climbing stairs, including repetitive bending, stooping, crawling, kneeling, sitting on the floor, multiple times daily.
- Must have ambulatory skills to gain access to private homes.
- Ability to tolerate standard cleaning solutions used in the childcare environment such as chlorine bleach.
- Must be able to work a flexible schedule to accommodate the needs of the families served.
- The ability to use technology and office equipment such as, but not limited to: computer system, telephone, voice mail, email, FAX machine, office copier.

Attributes: Must possess basic knowledge of spelling, grammar, mathematical and communication skills; cognitive abilities including, but not limited to: written comprehension, problem sensitivity, oral comprehension, speech clarity, and speech recognition.

Essential Job Functions Related to Working Conditions:

- Ability to use own vehicle for work related activities when agency vehicles are not available.
- Ability to work in a variety of environments including, but not limited to, offices, kitchens, playgrounds, classrooms, buses, community rooms and home environments of families, all of which may be air conditioned or heated.
- Ability and willingness to travel on a regular basis to, but not limited to, local, state and national destinations. Travel methods may include personal or agency vehicle, airplane or train.

Standard Responsibilities

1. Embody the Mission, Vision, Core Principles and Core Values of Luzerne County Head Start (LCHS) according to the Strategic Plan of the agency.
1. Exemplify an attitude of cooperation and support as a member of the Head Start (HS) team.
2. Reflect a pleasant attitude that represents LCHS in a positive manner within the community at large and maintain a professional attitude to the staff, families and public at all times. Project the same positive manner while attending community activities, training functions, seminars and conferences.
3. Adhere to the following: the *National Head Start Act* (12/2007), the *Head Start Program Performance Standards (HSPPS)*; *LCHS Personnel Policies and Practices Handbook*, *LCHS Operations Manual*, the *LCHS Integrated Service Plan* and the Pennsylvania State Standard System.
4. Comply with the LCHS Confidentiality Policies assuring that the program, children, families and employee records and information are protected at all times.
5. Adhere to attendance practices in being punctual and dependable on a daily basis.
6. Attend/participate in agency meetings, including, but not limited to: Pre-services, In-services, seminars and other meetings deemed necessary.
7. Serve as a Mandated Reporter of Child Abuse and Neglect as per the Federal Register, Head Start Program Performance Standards and the PA Child Protective Services Law and their amendments.
8. Keep updated the employee's own *Professional Development Record* to develop a professional record, plan a career path with LCHS, and create a record of individual professional accomplishments.
10. Adhere to agency practice in data management data collection for timely and accurate processing of agency information that will help LCHS to drive decisions in setting priorities and continuous improvement, ultimately providing more effective services for children and families. 'This includes checking one's own assigned Email on a consistent, regular basis.
11. Perform duties, other than those listed here, consistent with the position and responsibilities which are deemed necessary by the Executive Director in order to achieve the goals of the service area and/or help meet the HSPPS.

Essential Position Responsibilities

Training & Technical Assistance/Monitoring

1. Serve as a resource specialist in the Health, Adult Mental Health and Nutrition Team in the Health Services area to agency staff and families.
2. Monitor HS Regional Nurses' (RN) performance and assist the Center Manager (CM) with specific recommendations for annual performance appraisal.
3. Provide training and technical assistance to CMs and staff. Assist in training needs and provide necessary training to staff and parents; assign appropriate tasks for the smooth operations of the agency.
4. Monitor the Health Service Area for quality according to HS Performance Standards; maintain and monitor record keeping in compliance with same.
5. Monitor service area budget for all Health Service related materials; purchase medical and dental supplies for the centers.
6. Responsible for maintaining RN staffing level to screen resumes, serve on the Interviewing Committee to hire and train/monitor staff regarding their job responsibilities. This is in conjunction with the Health Services team members.
7. Make regular on-site visits to each center to monitor quality and delivery of services and complete report. Including, but not limited to, home visits, orientation and recruitment. Provide on-site training and technical assistance.
8. Provide and facilitate staff training for children with special medical needs with treatment as necessary.

Community Contacts and Resources

1. Keep informed of Community Health resources, establish contact persons. Assist HS staff and families in the utilization of these resources and services.
2. Contact the Blind Association annually each Summer to arrange vision screenings.
3. Arrange for annual collaboration of Audiometers in the Summer.

Data Management: Collection and Data Entry

1. Adhere to policies and procedures for specific data management in all job responsibilities to perform accurate and timely input/retrieval/monitoring of specific data management systems, including, but not limited to: LCHS email systems, Google Drive/Google Docs, ChildPlus/HS program management software, etc.
2. Complete specific, assigned data entry duties as needed for tracking purposes per the established timeline. Enter necessary information into the data system for PIR at enrollment and end of enrollment and on an on-going basis as services occur.
3. Maintain accurate records as required and meet established time tables for record keeping and reports.

Quality Control

1. Assist in the development and implementation of the Integrated Service Plan for the health services; monitor for quality, effectiveness and update as needed.
2. Write and implement service area training plans.
3. Approve referrals using HS funds when necessary.
4. Maintain emergency records on staff and volunteers for the current year.
5. Maintain and update Emergency Manuals for the agency as well as other agency documents, including, but not limited to the LCHS *Operations Manual, Health Services*.
6. Order supplies and oversee the ordering of consumable materials as necessary for classrooms.

Statement of Understanding and Agreement:

I (Print Name) _____, have reviewed the foregoing job description and have been given opportunity to ask questions about the terms of the position. I understand that my employment at LCHS is contingent upon my successful performance of the responsibilities outlined herein. I further understand that my employment with LCHS is "At Will".

I agree to follow and comply with this job description and all LCHS policies and procedures.

I acknowledge that I have received a copy of this job description.

Signature: _____ Date: _____