

HEALTH SPECIALIST

JOB DESCRIPTION

This is a fulltime professional, non-exempt position responsible for coordinating and monitoring health/dental services of the Program. The Health Specialist is responsible to the Head Start Director.

EXAMPLES OF WORK PERFORMED AND CONDITIONS

- a. Collaborates with other Head Start employees to ensure a comprehensive systems approach to provide health services to enrolled children and families.
- b. Develops and maintains a system whereby the medical/dental status of each child is assessed periodically, and whereby medical/dental treatment needed by each child is obtained.
- c. Coordinates the acquisition and documentation of child and family medical/dental health information by Head Start staff members as shared by parents/guardians and health professionals/agencies.
- d. Coordinates the compilation and maintenance of a comprehensive medical/dental health record on each HS/EHS child and coordinates the forwarding of health information on individual children to appropriate officials upon each child's transition from the program.
- e. Coordinates the performance of health/dental screening procedures on each child.
- f. Coordinates with the Department of Health to provide fluoride varnish applications biannually along with annual dental screenings.
- g. Instructs parents and staff members to affect a medical/dental examination of each child by an established health provider and ensures that necessary forms are provided for obtaining results of such examinations.
- h. Provides guidance to parents whose child needs medical/dental treatment, stressing the importance of timely follow-up treatment and healthy lifestyles.
- i. Supports families in the establishment of medical/dental homes.
- j. Coordinates the administration of prescribed immunizations to HS/EHS children.
- k. Reviews statement of charges for health-related services for HS/EHS children and recommends to the Program Director payment of HS/EHS funds based on such statements.
- l. Trains and/or coordinates training of employees, substitute staff, regular volunteers and parents/guardians on matters of child and family health.
- m. Develops a system to provide health-related education to parents and community partners.
- n. Coordinates activities of and provides supportive services to the program's Health Services Advisory Committee.
- o. Establishes and maintains rapport, communications, and favorable working relationships with health professionals, organizations, and agencies that partner with Head Start to provide health services.

- p. In coordination with management staff, develops and maintains a system that allows for the regular inspection of HS/EHS centers periodically for health, sanitation, and safety, and corrects or supervises the correction of unhealthy, unsanitary, or unsafe conditions.
- q. Maintains appropriate records and completes various reports related to health-related matters as may be directed by the Head Start Director.
- r. Maintains a system and appropriate records to ensure employees, substitute staff, and regular volunteer workers are not a health or safety hazard to Head Start children and meet State licensing requirements at the beginning of their employment/service and no less than once annually thereafter.
- s. Coordinates the administration of TB tests to employees, substitute staff and regular volunteer workers in the program.
- t. Participates in training activities to improve job performance as may be directed by the Head Start Director.
- u. Regularly travels to individual sites within the project area; occasionally travels to out-of-area locations as necessary for training or other events at the request of the director.
- v. Needs to be able to lift 40 – 50 pounds.
- w. Performs other duties as may be directed by the Head Start Director.

QUALIFICATIONS:

- ability to be sensitive and responsive to diversity
- conviction about the capacity of people to grow and changes
- ability to work independently and in partnership with team members
- must be honest
- ability to set limits and boundaries that maintain the helping role of a practitioner and assist others with setting healthy boundaries
- ability to communicate effectively with youth, co-workers, volunteers, and supervisor
- seek to improve knowledge, skills, and abilities in related service areas
- must have necessary skills to communicate to children and families with kindness and respect and practice positive behavior support techniques effectively
- must have necessary skills to manage time appropriately and work as a team with adults.
- Graduation from a four year college/university with a major in nursing, public health, health education, maternal and child health, or health administration, PLUS experience in health care, including services to children 0 – 6, OR
- Graduation from a four year college/university with a major related to public health, nursing, health education, maternal and child health, or health administration PLUS two years' experience in health care serving children 0-6, OR
- Graduation from a four year college/university with five years' experience as a Head Start/Early Head Start health manager, health assistant, or other health-related position.
- Must have strong skills in the following: verbal/written communication, computer applications (ex. Microsoft Office), time management, organization, recordkeeping, and teamwork. Must be willing to further education as necessary.