



Grantee Support Services

## **Nurse Consultant Position for**

### **Ounce of Prevention Fund – Grantee Support Services**

**The nurse must be a content area expert in health that provides direct support to the Grantee and its delegate, partner, and directly operated programs to meet the health requirements for Head Start.**

**Preferred experience in Early Childhood health.**

Qualifications:

Masters level Nursing degree preferred, but not required.

Nurse Recommended Hours:

20 hours/month

Nurse Mandated Responsibilities:

- Attendance and participation at Grantee health trainings and meetings related to health.
- Work closely with Grantee Health and Nutrition Coordinator to develop plans to support programs and work to implement these plans.
- Participation in training new nurses at programs.
- Collaborating with GSS team on emerging health trends and issues.
- Assisting the Grantee with monitoring action plans, IHP's and medication.
- Supporting programs and their staff to review physical exams, using the well child checklist, to determine if the child is up-to-date on EPSDT requirements for their age.
- Supporting programs and their staff to review physical exams and health history of all initial enrollments to ensure proper follow-up is being conducted.
- Supporting programs and their staff in reviewing immunization records of all children to ensure each child is fully up to date for age.
- Supporting programs and their staff in entering health data into the ChildPlus database.
- Supporting programs and their staff in monitoring and running reports to track health services in the ChildPlus database.

Additional Responsibilities:

- Supporting programs and their staff in monitor on-going follow-up.
- Supporting programs and their staff to review dental exams to ensure proper follow-up is being conducted.
- Develop relationships in the community with clinics, doctors, and dentists that are frequently used by parents to:

1. Ensure they are clear on the documentation needed for families to participate in Head Start/Early Head Start.
  2. Advocate for providing preventive care as described in the EPSDT schedule
  3. Support programs in building relationships with these providers and improving their communication with them
- Supporting programs and their staff to provide training for the program (parents and staff).
  - Supporting programs and their staff to provide or obtain medication administration training for sites.
  - Supporting programs and their staff to monitor medication and medication records on-site.
  - Supporting programs and their staff to develop and update Individual Health Plans.
  - When at a program, working with FSS to ensure they have support when following up on health and dental treatment.
  - Supporting programs and their staff to provide on-site services such as blood pressure, TB risk assessments, and lead risk assessments.
  - Support site staff to provide height/weight measurements and head circumference.

Please send Resume and Cover Letter to:

Melanie Santarelli, Health & Nutrition Coordinator at The Ounce of Prevention Fund, Grantee Support Services: [msantarelli@theounce.org](mailto:msantarelli@theounce.org)