

## Summary

Collaborates with the Comprehensive Service Manager to ensure Educare adheres to Early Head Start/Head Start performance standards and state and local requirements for health services. Works with Early Head Start/Head Start program staff to coordinate health services for families of children ages zero – five.

## Essential Job Duties

- Ensure adherence to health and safety performance standards as well as to state and local health services requirements.
- Collaborates with Comprehensive Service Manager to manage the full development, implementation, and maintenance of an effective and comprehensive health program plan for Educare.
- Reviews health documentation and enters health data into ChildPlus (Well Child Exams, Immunizations, Dental Exams, Screenings, Follow-Up, etc).
- Monitors health outcomes and required follow up.
- Routinely runs health reports, including the monthly administrative report, and collaborates with Comprehensive Service Manager to analyze data and conducts monthly data dialogs.
- Monitors child and family files for required health documents.
- Regularly reviews children’s files to ensure accurate documentation of health requirements and that documentation matches the data in the data management system.
- Collaborates with Family Support Specialist to ensure required health consents are signed by parents.
- Uploads required health documentation in ChildPlus.
- Completes Well-Child Checklists and 90 Day Determination Reports.
- Monitors Child Accident Reports, and maintains Medication Administration Log.
- Assists with first aid and isolation of ill children.
- Collaborates with Comprehensive Service Manager to plan and implement health education for staff, children, and families.
- Collaborates with nurse for children with health needs.
- Collaborates with providers or families, as needed.
- Attend Grantee health trainings and meetings related to health.
- Completes monthly medication monitoring.
- Performs other duties as requested.

**Required Qualifications** – Required qualifications to effectively perform the job. An equivalent combination of education, training and experience will be considered. (Additional requirements may be designated by position.)

- An Associate degree medical assistant, or a Bachelor’s in public health/health administration preferred.

- Minimum of two to five years working in the health field or with children in an early childhood or childcare licensing capacity.
- Prior experience with of the Department of Health regulations and licensing requirements.

**Knowledge, Skills and Abilities** – May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Knowledgeable of health related services to the community.
- Knowledge of local and state licensing requirements.
- Knowledge of Department of Health regulations
- Ability to exercise discretion in handling confidential information and materials.
- Strong analytical, communication (written and verbal), and interpersonal skills.
- Ability to communicate and function with various professional community groups.
- Ability to guide staff in obtaining medical results.
- Ability and willingness to work in a program located in a high-risk, low income community.
- Ability to communicate in a manner that demonstrates respect and concern with diverse staff, families and professionals.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions.

**Physical Abilities** - Activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Regular attendance is a necessary and essential function.