

ALBINA HEAD START
JOB DESCRIPTION
Exempt

EHS ASSISTANT HEALTH COORDINATOR

Essential Function(s): Responsible for providing basic health care services for enrollees, their families, and staff. Ability to read, speak and write with proficiency in English language. Maintain a safe work environment. Maintain regular attendance.

Responsibilities: In accordance with Head Start performance standards, perform the following functions: Counsel parents, children and staff about proper preventive health care, hygiene and sanitation. Maintain and develop cooperative relationships with Albina families, staff and outside agencies and service providers.

Reports to: Health Coordinator
Supervises: Does Not Supervise Others
Salary Range: \$2,250.00 – \$3,300.00 per month

Physical and Mental Requirements: Excellent organizational, planning, interpersonal, and written/verbal communication skills. Must be able to cope well with stress.

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs. 6 to 8 hours per month spent in strenuous physical activity, lifting up to 50#.

Experience Requirements: Five (5) years experience in public health or combination of education and related experience totaling five years.

Educational Requirements: MS, BS, BA or combination of education and related experience totaling five years.

Licensing/Certification Requirements: NHSA Administration Credential or equivalent, First Aid Certification, negative Tuberculosis screen, Food Handlers certification. Must pass criminal background check.

Ability to Operate Equipment/Tools: Must be computer literate.

Environmental Factors/Working Conditions: Enclosed facility, office and classroom environment. Floors may be vinyl tile or carpeted. Facilities are heated; may or may not have air conditioning. May come into contact with childhood diseases and blood on occasion.

Job Duties:

1. Customarily and regularly exercises authority to make significant decisions.

2. Organize EHS Center-Based Dental Screenings.
3. Organize Hemoglobin & Lead Screening Clinics.
4. Enter data into EHS/HS ChildPlus data system.
5. Attend parent meetings as requested.
6. Mentor nursing students.
7. Complete follow-up hemoglobin's as needed.
8. Assist with developing and revising health policies and procedures as needed.
9. Participate on the Health Services Advisory Committee and the Safety Committee.
10. Conduct hearing and vision screenings.
11. Participate in monthly staffing as necessary to address health concerns.
12. Follow-up on children's health needs.
13. Assist with staff trainings related to childhood health concerns.
14. Organize height and weight screenings.
15. Work with the Registered Dietitian on children's nutrition concerns.
16. Make postpartum home visits with Home Based staff.
17. Disseminate monthly ChildPlus reports.
18. Assist Head Start with 45 day initial screening of growth, hearing and vision.
19. Maintain confidentiality in all areas of responsibility.
20. Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities.
21. Perform other duties as requested by supervisor.

I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date: _____

Signature: _____

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Name (Print): _____