

**Kitsap Community Resources
Early Learning & Family Services Division
Job Description**

Effective/Revised Date: 8/14/07

Exempt: **Non-Exempt:** X

Job Title: Health Specialist

Position Classification: Coordinator 4

Grade: 5

General Statement:

This position performs all services required to set up HS/EHS/ECEAP families and their children with Health/Dental services in the community. Performs health screenings, charting, record keeping, tracking, staff training, and promoting healthy lifestyles to staff families and their children in a pre-school setting. Must be able to communicate effectively with staff families, children, and the public.

Minimum Qualifications:

High School diploma/GED plus 2.5 years experience or AA Degree plus 6months experience in the Health Services field. Ability to establish relationship of trust and respect with staff, families, and children. Must have concern for low-income families and children. Must have reliable transportation to use on the job. Some overnight travel required. Must be aware and sensitive to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) related to free appropriate education to all children with disabilities identified as needing special education and related services. Must believe that such children can benefit from inclusion in a regular Head Start/Early Head Start/ECEAP classroom setting. Entry level Specialist position until such time as trainings and certifications are completed.

Essential Physical/Mental functions:

Position requires intermittent sitting, standing, walking, twisting and bending. Must be able to lift up to 50 pounds. Requires accuracy, good communication, judgment, and the ability to remain calm and provide appropriate advice and information. Must be able to exhibit regular attendance.

Health Requirements:

KCR Head Start/Early Head Start/ECEA Programs require that all staff be tested for Tuberculosis upon employment and, for teaching personnel (substitutes, regular classroom volunteers) before contact with children. Testing done prior to employment will not be recognized; however, non-classroom staff is given up to 30 days from the date of hire to obtain their TB skin test. Initial physical exam within 30 days of employment is required, every two years thereafter. Periodic checkups as needed to maintain good health. Valid CPR/First Aid and Food Handler's permit within 30 days of employment, renewal every two years thereafter or when due.

Reports to: Health Services Manager

All duties and requirements listed in this job description are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be requested to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Duties:

1. Report to and accepts assignments from Health Services Manager.
2. Maintains all Staff Health records.
3. Completes all site file checks.
4. Assists in establishing, and planning HAC committee.
5. Aids in up-dating program policies and forms.
6. Completes meeting minutes and/or any computer work.
7. Completes First Aid kits/fanny pack checks with documentation. Provides all sites with the necessary health equipment (CPR/First Aid Kits, Blood and Body Fluid Kits, etc.)
8. Provides vision and hearing screens with assistance of Family Development Specialist/Teachers to each child within 45 days of enrollment.
9. Re-screens any child who fails screening and refers to specialist if needed.
10. Follow up screening referrals to completion and advise Health Services Manager of follow up.
11. Records all information regarding screens/follow up in children's file.
12. Attends comprehensive staffing of children who have had vision or hearing referrals/follow up and other staffing as requested.
13. Coordinates any other screens as requested by Nutritionist or Health Services Manager.
14. Assists Health Services Manager with the tracking of children's immunization status and follow up with Family Development Specialist.
15. Oversees and implements any other projects as assigned by Health Services Manager.
16. Maintains accurate and up-to-date records, and must maintain CPR/First Aid Instructor and Vision/Audio Certification through continuing education.
17. Assists Health Services Manager, Family Development Specialist with maintaining health files for all children. This would include tracking, recording, receiving and distributing all health information to children's files and site staff as well.
18. Attends health related meetings as designated.
19. Attends Health Advisory Committee meetings.
20. Be available to provide minutes at meetings. Be responsible for calling HAC members to remind them of upcoming meetings, assist with mailings to members.
21. Be available to attend staffings, if asked by Health Services Manager, to share information concerning health issues.
22. Assists with the completion of quarterly safety checks at all sites; alert Health Services Manager of concerns; assist with follow up on areas in need of correction.
23. Acts as a resource to staff regarding curriculum materials.
24. Gathers information from outside agencies that will assist staff in activities.
25. Spends time in the classrooms when requested to provide health related curriculum.
26. Assists Health Services Manager in researching information on health related topics for the monthly newsletter.
27. Gathers information requested by staff and parents.

28. Help insure that goals for individual children are being recorded and tracked on staffing forms.
29. Assists in completing monthly health reports.
30. Participates in staff meetings, conferences, training sessions and workshops as assigned.
31. Demonstrates familiarity with personnel policies, work plan, and objectives of agency.
32. Promotes positive parent and community involvement within the organization.
33. Maintain congenial relations with staff, children, families and volunteers.
Keeps current and accurate records and timely file reports.
34. Respects and maintains confidentiality of pertinent information concerning staff and families.
35. Maintains objectives and professional standards.
36. Improves self-skills and education.
37. Performs other duties as assigned.
38. Communicates effectively with staff, families, children, and the public.
39. Good communication skills, both verbally and written.
40. Performs physical inventory of equipment and/or supplies.
41. Maintains the safety of the environment and children through visual, auditory and smelling senses.
42. Produces written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
43. Ability to drive a private or agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
44. Specialists working with childcare are responsible for maintaining a cordial relationship with childcare staff and management.
45. Accepts other duties as assigned.

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