

Health Specialist HS/EHS

Purpose Statement

The job of Health Specialist HS/EHS is done for the purpose/s of providing support to the Head Start/Early Head Start Programs operations with specific responsibilities for administering policies, goals, and activities to implement objectives and performance standards; providing training and assistance to staff and parents in the area of health and assist in the coordination of health services; documenting activities in accordance with established guidelines and/or regulatory requirements; and assisting health care professionals in conducting prescribed health screenings and services.

This job reports to Health Services Manager HS/EHS

Essential Functions

Administers first aid, as necessary for the purpose of providing care for injured children.

Advises assigned administrator of observations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.

Attends meetings, workshops and seminars as assigned (e.g. staff and parent training concerning health, safety, first aid, and emergency medical procedures; assists Health Services Manager with the orientation and training to staff responsible for implementing health service plans and requirements; assist teachers in implementation of health education curriculum, etc.) for the purpose of gathering and/or conveying information required to perform functions.

Communicates with parents, health care providers, and/or public agencies (e.g. makes home visits as needed, makes recommendation for corrective actions as needed, etc.) for the purpose of promoting needed treatment and/or complying with legal requirements.

Conducts health and safety inspections of all facilities on a regular basis and takes corrective action (e.g. health service supplies; first aid kits; observing health, hygiene and safety practices in classrooms; equipment, etc.) for the purpose of maintaining a safe and sanitary environment.

Distributes information on a variety of health subjects (e.g. lice, ringworm, drug prevention, personal hygiene, etc.) for the purpose of providing instructional materials to teachers and/or parents.

Facilitates completion of mandated screenings (e.g. health, vision, dental, hearing and/or nutrition, etc.) for the purpose of ensuring that all immunizations and other medical and dental follow-up is completed.

Maintains student health informational records (e.g. data entry; review, evaluate, interpret, update and prepare reports regarding health records, vital statistics and other data affecting health services; monitor health records for completeness, accuracy and follow-up and report findings to appropriate worker, manager or supervisor as necessary; prescription dispensing log, medical emergency cards, etc.) for the purpose of providing information required by regulatory requirements.

Monitors interns and/or assigned personnel for the purpose of guiding and monitoring their activities and utilizing them to help with screenings.

Refers students, under the direction of a licensed health professional, requiring further medical attention for the purpose of providing information on available follow-up treatment and services.

Reports suspected child or substance abuse to assigned site administrator for the purpose of maintaining students' personal safety, a positive learning environment and adhering to regulatory requirements and established guidelines.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; and early childhood principles.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; meeting deadlines and schedules; and managing multiple projects.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Pre-Employment Health Screening
Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Pediatric CPR/First Aid Certificate

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/29/2018

Salary Grade

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