

COMMUNITY ACTION PARTNERHSIP OF WESTERN NEBRASKA
MIGRANT and SEASONAL HEAD START
Job Description

Date: June 2009
Exposure Determination Category 1

Salary Grade 12-13
Chart # 2

Job Title: Migrant and Seasonal Head Start Health Assistant

Reports To: Health Coordinator

General Function: Provide health services on-site to children, and staff and maintain health records in accordance with the Dept. of Health & Human Services Administration for Children, Youth & Families (ACYF) Head Start Performance Standards and state regulations.

Typical Duties and Responsibilities:

1. Assist in maintaining complete, confidential medical, vision, and dental records for each.
2. Assist in health screenings on children according to performance standards.
3. Assist staff in determining a plan of action for sick children or emergencies as needed.
4. Ensure compliance with local and state regulations to provide a safe, healthy environment for children, families and staff.
5. Assist in screening staff in accordance with licensing requirements.
6. Assist families with transportation needs when obtaining dental and medical health care.
7. Dispense doctor prescribed medications during the school day and maintain proper documentation, if license requirements are met.
8. Monitor health and safety practices in classrooms.
9. Communicate effectively with families of program children.
10. Participate and contribute to support the quality program through participation in team meetings, training and program assessment.
11. Maintain confidentiality regarding program, children, families and staff.
12. Perform other duties as assigned.

Scope of Position:

- Reports to Health Coordinator and indirectly reports to Site Facilitator. Moderate supervision is given. Work is delineated by written plan, performance standards and state child care ;licensing regulations.
- Work is evaluated through outcomes produced.
- Typically works with staff and families to ensure access to health services and with children to assure completion of ongoing health screenings.
- Contacts are typically with all levels of the Head Start Program children and families and health agencies providing services to children.
- Model positive regard for program in the community.

Knowledge, Skills and Technical Abilities:

- Has completed at least one year of classes in an accredited School of Nursing.
- Proficient level of communication, prioritizing and organizational skills and maintaining written documentation.
- Experience working with children from different ethnic backgrounds preferred.
- Basic computer and office skills required.
- Must be age 21 or above.
- Must have a valid driver's license and good driving record and insured vehicle.
- Ability to obtain CPR/First Aid certification.
- Complete 20 contact hours of education annually in subject matter relating directly to position.
- Independent problem solving with knowledge of where to get assistance.

Working Conditions:

- Head Start Center 90%
- Off-site community interactions, meetings and trainings 10%

Major Accountabilities:

1. Assuring that physical, dental and vision screenings are completed within 30 days of a child's enrollment and completion of follow-up treatment.
2. Communicating with Health Coordinator regarding health concerns.
3. Communication with staff to ensure quality services.
4. Timely and correct paperwork completion of work assignment and timely accurate program documentation.
5. Building a good rapport with children, staff, and families.

Physical Requirements:

1. Complete health physical upon hiring and yearly health screening thereafter.
2. Must be able to visually assess the children.
3. Physical capacity to complete tasks such as manual blood pressures and typing.
4. Must be able to lift at least 50 lbs.

Grade 12 – High School equivalency (GED) and Certified Nurse Aide

Grade 13 – 1 year of completed classes in an accredited School of Nursing.

Approved by: _____, Human Resources Director _____ Date

Approved by: _____, Program Director _____ Date