YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: HEALTH SPECIALIST

BASIC FUNCTION:

Under the direction of the Health Services Manager or Program Director, carries out goals, policies, and activities to implement Head Start and Early Head Start Health Services objectives and Performance Standards. Provide training and assistance to staff and parents in the area of health, and assist in the coordination of health services and activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Facilitate completion of health, dental, mental health, and nutrition screenings within required timelines; work with Head Start and Early Head staff to ensure that all immunizations and other medical and dental follow-up is completed; Provide training and support for pregnant women, including referral to prenatal care, when needed. Maintain financial records for reimbursable expenses.

Assist in the development and implementation of the Health Services plan by participating on an interdisciplinary planning team; Review and evaluate program services and make recommendations for corrective action, as needed.

Plan, conduct, and arrange for staff and parent training concerning health, safety, first aid, and emergency medical procedures. Act as a resource and provide orientation and training to staff responsible for implementing health service plans and requirements. Assist teachers in the implementation of a health education curriculum. Confer with and counsel staff and parents regarding health issues. Make home visits as needed.

Provide health screenings, such as vision, hearing, blood pressure, height/weight and other measurements, dietary screenings and others as appropriate. Work with health and dental providers to assure availability of professional screenings and health and dental services, as required by Performance Standards. Observe children to determine health status, and initiate exclusion procedures when necessary. Investigate health problems as referred by staff, record findings, and recommend action. Develop health care plans with direction and support.

Conduct health and safety inspections of all facilities on a regular basis and take corrective action. Inventory first aid kits regularly and replace items, as needed. Prepare orders and requisitions for health service supplies. Promote health and safety practices within the program by observing health and hygiene practices in classrooms, and other facilities and recommend corrective action, when needed. Maintain first aid and pediatric CPR certification. Provide first aid when necessary.

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.

Develop and update a list of local health resources, and make referrals and assist other staff to make referrals to appropriate agencies. Establish a positive working relationship with local providers. Serve as an advocate for child health. Report regularly to the Health Services Manager, and attend meetings with health care providers, Head Start/Early Head Start Managers, and staff, parents, and others as required.

Comply with YCOE policies and procedures, administrative regulations, State of California Health and Welfare Codes including Title 22, Head Start/Early Head Start Performance Standards, and other applicable state and federal regulations.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The diverse population served by Head Start/Early Head Start..
- Principles, philosophy, and practices of Head Start/Early Head Start.
- Health, safety and nutrition, as related to infants, toddlers, young children and pregnant women.
- Preventive medicine and sanitation.
- Procedures involved in promoting maternal and child health.

ABILITY TO:

- Use a computer to collect, record, retrieve data and prepare reports.
- Plan, organize, coordinate, and administer activities.
- Read, understand and interpret health records and plan appropriate course of action.
- Ability to plan, formulate and execute record keeping procedures in accordance with assigned duties.
- Maintain cooperative relationships with those contacted in the course of employment.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- A combination of education and experience equivalent to certification as a certified medical assistant, licensed vocational nurse, licensed nurse’s aide.
- Three years progressively responsible experience in the health field.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Licensing as a nurse’s aide, vocational nurse, or other certification, highly desirable.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver’s license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:
Center, home setting and office environment.
Travel from site to site within the county.

PHYSICAL DEMANDS:
Lifting children weighing up to forty-five (45) pounds.
Bending at the waist, kneeling or crouching to reach materials and work with children.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to manipulate computer keyboard and standard office equipment.
Seeing to read a variety of materials observe children.
Hearing and speaking in order to exchange information.
Driving a vehicle to conduct work.

HAZARDS:
Exposure to bodily fluids and infectious diseases.

APPROVED:

_____	_____
Signature, Policy Council Chair	Date of Approval
_____	_____
Signature, Superintendent or Designee	Date of Approval