

COMMUNITY ACTION OF SOUTHEAST IOWA
JOB DESCRIPTION

Job Title: Health Specialist
Department: Head Start / Early Head Start
Reports to: Health Services Coordinator

SUMMARY: Provide quality services for children ages to zero to five in a comprehensive child development program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Travel to multiple sites. Able to be insured to drive a company vehicle.
3. Complete computer data entry of health-related information in a timely manner.
4. Pull reports from the data base to ensure the accuracy of information inputted.
5. Monitor student immunizations to ensure state requirements are met. Utilize IRIS (Immunization Registry Information System) to obtain immunization records as needed.
6. Monitor student's records to determine whether Head Start and Early Head Start requirements are met as outlined by the Head Start Performance Standards and Early Periodic Screening Diagnosis and Treatment (EPSDT) Schedule. Communicate with teachers and parents when health information is out of compliance.
7. Participate in Health Services Stand Up Meetings, Agency and Head Start staff trainings, support meetings, home visits, and other meetings as requested.
8. Assist the Health Service Coordinator in completing safety checklists, emergency preparedness plan updates, MSDS updates, and sanitation checks.
9. Monitor and inventory First Aid Supplies monthly.
10. Submit monthly health services report for the Policy Council.
11. May assist with health screening clinics. Assist additional screenings as needed such as vision, hearing, and hemoglobin.
12. Participate in the Health Services Advisory Committee meetings.
13. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards.
14. Knowledge of the Agency's mission, vision, and programs.
15. Model professional behavior and dress code.
16. Ability to communicate and be a part of an interdisciplinary team for the betterment of our clients.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's Degree (A.A.) or equivalent in a health-related field or four years of medical office experience with strong clerical and computer skills. Must have working knowledge of office machines.

LANGUAGE SKILLS: Ability to read, analyze, and interpret medical documents, or governmental regulations. Candidate should have the ability to write reports and business correspondence, as well as the ability to effectively present information and respond to questions from managers, families, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS: Know basic computer operations working with Windows, Microsoft Office products and e-mail. The employee must be willing to learn Head Start specific software and internet use.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER REQUIREMENTS: Must be able to travel throughout the four-county service area regularly and travel occasionally state and nation wide. Must have a valid driver's license, access to a vehicle and be insurable. Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of the current telephone number.

PHYSICAL DEMANDS: 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 regularly required to talk and hear. The employee is frequently required to stand, walk, sit, stoop, kneel, crouch or crawl, and taste or smell. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms, sit on floor or low chair, and climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to childhood illnesses. The noise level in the work environment is usually moderate.

Developed: 01/2024 Revision:

Policy Council approval:

Reviewed by: Sheri M. Wilson, Executive Director Date: _____

Signature: _____ Date: _____