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**Position Information: HEALTH RESOURCE SPECIALIST II**

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**Supervised by:** Health & Nutrition Director

**Supervises:** Does not supervise others

**Salary:** Coordinator V

**Classification:** Non-Exempt

**Terms of Employment:** Seasonal

**Job Goal:**

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To assist Health Services Director (HSD) in planning, coordination, and implementation of the health services program

**Essential Responsibilities:**

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- Conduct vision and hearing screens with children
- Conduct re-screenings with children who do not pass initial vision and/or hearing screen. If child does not pass re-screen, notify Family Advocate and/or Classroom Staff of needed referrals to vision/hearing specialists
- Conduct immunization review and monitor immunization status of children
- Assist with coordination of, restocking of First Aid kits, and providing updated emergency postings at centers, as deemed necessary by supervisor
- Maintain a list of community health resources to assist Classroom Teams in connecting families to Medical and Dental Homes as well as any needed follow-up care
- Coordinate and/or facilitate health related home visits with parents as deemed necessary by supervisor
- Assist in providing current health screening and treatment information to data entry personnel
- Assist with ongoing assessment of health education needs and assist with the distribution of health information to children, staff and parents as deemed necessary by supervisor
- Attend health related meetings as requested by Health Services Director
- Provide monthly health report to Health Services Director as requested
- Assist the Health Services Director in maintaining ongoing, effective relationships with community health care providers
- Assist with the recruitment, selection and enrollment of children and families as deemed necessary by supervisor
- Provide translation and interpretation of program materials during parent meetings, trainings and at parent/teacher conferences and home visits as deemed necessary by supervisor
- Help ensure that each child receives a nutrition assessment which shall include a growth assessment, hemoglobin check, diet assessment and nutrition education
- Facilitate the flow of information obtained during the nutrition assessment at WIC to the Early Head Start and Head Start centers by utilizing the Nutrition Assessment Record
- Provide a monthly report to the Nutrition Services Director indicating the number of complete nutrition assessments by site and the number of children on WIC at each site
- Assist with ongoing assessment of health education needs and assist with the distribution of health information to children, staff and parents as deemed necessary by supervisor
- Provide health related activities in each classroom at least one time per year
- Participate in Center Meetings/Parent Education as needed
- Facilitate the flow of information obtained through the vision screening process to the Casey Eye Institute
- Ensure that all lead blood tests are completed and referrals are followed up on

- Coordinate and/or facilitate health related home visits with parents as deemed necessary by supervisor
- Assist Health Services Director with file reviews as needed

### **General Staff Responsibilities:**

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#### **Employees of UMCHS aspire to the following:**

- *A commitment to the agency's mission, vision, and values;*
  - *A commitment to equipping children and all who care for them for lifelong success*
  - *A commitment to excellence in everything we do;*
  - *A commitment to positive performance and a welcoming culture;*
  - *A commitment to outcomes, measured results and quality improvement;*
  - *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
    - Be present at work in order to provide consistency of services
    - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
    - Be a respectful, cooperative, and reliable team member and participant in program activities.
    - Project a professional work image, both in dress and manner.
    - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
  - Standards of Conduct
    - Perform all work in compliance with UMCHS Standards of Conduct.
  - Improve self-skills and education
  - Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
  - And or any other duties deemed necessary by your supervisor

### **Education Requirements:**

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- HS Diploma or equivalent

### **Experience and Skills Requirements:**

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- One year experience in a Social Service Agency
- Current First Aid and CPR cards
- Desire to work with low-income children and their families
- Ability to establish relationship of trust and respect with staff, families, and children
- Knowledgeable in eligibility requirements

### **Physical Requirements:**

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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. While performing the duties of this job, the employee is required to:

- Frequently required to drive, walk and climb stairs in the office and in a variety of community-based and home settings.
- 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.
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards

- Comprehend, analyze, and make inferences and references from written material
- Occasionally lift children up to 50 pounds from the floor to waist high.
- Frequently crouch to a child's height and maintain eye contact at a child's level; walk up and down stairs; walk or run quickly; walk over rough or uneven ground.
- Frequently bend and kneel.
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Kneel or sit on the floor or in child sized furniture.
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Make skillful, controlled manipulations of small objects
- Sit for long periods of time with keyboard and do data entry at a computer.
- Occasionally required to stand, use hands to finger, handle, or feel and reach with hands and arms.
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **Work Environment/Conditions:**

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- The work environment includes indoor office environments or comparable spaces, families' homes and community spaces, with frequent exposure to outdoor weather when traveling to home visits and meetings. The noise level varies by sites, home visits, and meetings.
- Job tasks are performed in close physical proximity to other people

### **Safety:**

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Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

### **Agency-Wide Requirements:**

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- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- 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. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***