



# Assistant Health Service Specialist

Date:

---

**Reports to:** Health Services Specialist

**Department:** Early Childhood Services

**Classification:** Full-time

**Status:** Exempt

---

## POSITION SUMMARY:

Deliver friendly and compassionate health care assessments and monitoring while working with other health care professionals, to insure the delivery of recommended health and wellness practices. While having oversight to ensure all children's health services are provided and entered in to the data collection system.

## ESSENTIAL FUNCTIONS:

- Carry out goals, policies, and activities designed to implement health objectives and performance standards
- Ensure staff knowledge and competency in regard to Performance Standards and Policies and Procedures
- Coordinate with field staff and community partners to see that selected screenings, for example hemoglobin, urinalysis, sickle cell, lead poisoning, parasites, etc. have been done in a timely manner
- Perform hearing and vision screenings on children in a variety of settings
- Coordinate with field staff and community partners to ensure treatment and follow-up of failed screenings as well as any concerns on physical and health history
- Coordinate with field staff and community partners to ensure the dental exam and follow-up treatment is complete in accordance with Head Start Performance Standards. Coordinate with field staff for transportation of children to dentist
- Participate in early screenings for recruited children as directed
- Attend and help with orientation in the centers as directed
- Participate in licensing of centers as directed
- Provide training on health issues to agency staff
- Assist the education staff in implementing a Health Curriculum in classrooms and on home visits
- Be available for parent consultations on child's health care and needs concerning specific family health concerns
- Assure all data entry is entered and updated as required
- Make a determination as to whether or not each child has an ongoing source of continuous health care. If not, collaborate with parents, staff, and the community in accessing a source of care
- Responsible for continuous monitoring and evaluation of health services
- Monitor the preparation and maintenance of health records to ensure that they are complete and current
- Complete quality assurance and monitor reports for Health Services, licensing, and head start performance standards for Health Services/Licensing/ Head Start Performance Standards in center and home base services
- Attend medical Advisory Board meetings/Health Unit meetings and team meetings when directed
- Attend family activities developed by the organization as directed
- Ability to work unconventional business hours
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior
- Comply with Head Start Performance Standards
- Respect and support cultural differences and diverse family structures
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times
- Attend mandatory In-Service trainings and staff meetings
- Responsibility to report any suspected abuse or neglect to appropriate authority
- Advocate for SEK-CAP, Inc. in the community
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Support management decisions both in actions and words
- Other duties as assigned

**KNOWLEDGE AND EXPERIENCE:**

Essential:

- Basic computer skills on IBM compatible P.C. systems and software
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems
- Ability to get along with diverse personalities; tactful, mature, and flexible
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing
- Resourceful and well organized
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers
- Ability to learn and adapt

**EDUCATION AND QUALIFICATIONS:**

- Registered Nurse or Licensed Practical Nurse from accredited State Board of Nursing
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter, with the exception of a diagnosed medical condition requiring annual exams
- Obtain First Aid card and CPR certification
- Possess current, valid driver’s license and be meet agency insurance underwriting guidelines
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment 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.

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to ten pounds
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date