



## Health Support Assistant

Date:06/24/2020

**Reports to:** Health Services Manager

**Department:** Early Childhood Services

**Classification:** Full-time

**Status:** non-exempt

To assist Health Services Manager in monitoring, training, policy and procedure development and daily administration of Child Health Services and Family/Staff Health Education. Assist the Health Services Manager in creating and maintaining collaborations with community agencies and Health Providers. Work in cooperation toward common goals with all other component areas (Education, Disabilities, Family Services, and Mental Health etc.) within the Head Start program.

**ESSENTIAL FUNCTIONS:**

- Promote excellence in daily program operations that support the provision of quality services for children and families, and a learning environment where all children and staff can thrive
- Follow strategies and plans provided to meet or exceed State Licensing, Head Start Performance Standards, provide direct support for the Agencies Prevention Program in Head Start Centers
- Assist the Health Services Manager in providing appropriate community health information and referrals for both staff and parents.
- Assist in responding to requests (phone, e-mail and written) from staff related to child health needs/concerns.
- Assist in the development and distribution of written and web-based materials for children, adults and employees within the areas of: health, fitness, safety, nutrition and preventive health education.
- Assist Health Services Manager with data entry related to Medical & Dental Home, Medical and Dental Follow-up, Child Health Appraisals and other Program Information Data. Needed.
- Oversee and assist the collection of Child Health Appraisal forms provided to physicians and monitor their completion.
- Evaluate the "Certificate of Immunization Status" record for each enrolled and applying child and assure the proper date entry into the data system.
- Monitor completion of required immunizations for each enrolled child.
- Prepare annual "Primary Immunization Review".
- Provide staff with information and support related to child immunization requirements.
- Work with Health Consultant and Community Health Center staff on Centralized Record Keeping of Health-related forms such as CIS, Health Appraisal, Dental Examination forms, and other forms as assigned.
- Assistance and oversight of data collection for health-related grant and research projects as assigned.
- Assist Health Services Manager in implementing and maintaining Staff CPR/First Aide Training and certification.
- Utilize Positive Behavior Support (PBS) and Conscious Discipline strategies to prevent and defuse disruptive
- Works with the Health Services Manager to establish meetings and conferences with teaching staff, parents, family advocates, contracted special education providers and ancillary services
- Ensure positive working relationships with all partners
- Serve as a member of the Early Childhood Services Team and attends scheduled meetings as needed
- Supports the implementation of the health services through positive relationships
- Track all data related to the delivery of services to children with special needs or mental health services
- Ensure completion of Quality Assurance process monthly for data collection, strategies, and individual plans
- Comply with Head Start Performance Standards, Kansas licensing regulations, and Best Practices
- Knowledgeable of policies and procedures related to health services
- Assist with the annual Self-Assessment
- 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
- Responsible to report any suspected abuse or neglect to appropriate authority
- Travel within agency service area with occasional out of area trips for training
- Ability to work unconventional business hours
- Advocate for Head Start in the community
- Maintain and assure confidentiality and privacy of SEK-CAP customers
- Uphold and promote the core values and mission statement of SEK-CAP
- 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
- Superior interpersonal skills. 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 self-starter, needing minimal supervision
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers
- Ability to learn and adapt

#### Desired:

- Knowledge of Head Start Performance Standards/State Licensing requirements
- Knowledge of area resources

### **EDUCATION AND QUALIFICATIONS:**

- Associate Degree in Medical Records Administration or specific work experience in Kansas Immunization Records Laws as they relate to Head Start programs.
- 2 Years of experience in data entry and medical records administration, detailed record keeping and excellent communication, computer/database & keyboarding skills. (Emphasis with school health services highly desirable).
- Specific experience in medical records, federally qualified health centers or dental care organizations preferred.
- Excellent oral and written and computer communications skills.
- Working knowledge of local community resources related to medical and dental Care.
- Education and/or experience in health, nutrition, child development, first aid, and safety desirable.
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter, as required
- Obtain First Aid card and CPR certification
- Possess current, valid driver's license and meet agency insurance underwriting guidelines
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test
- Be fully vaccinated for COVID-19 before beginning employment

### **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