



**Position Title: Health Specialist**

**Reports to:** Child Services Coordinator  
**Schedule:** Full Time: 40 hours/week: Monday-Friday 8:00 AM – 4:30 PM  
**Location:** TBD  
**Classification:** Non-Exempt  
**Pay Range:** Grade 06

**Summary**

The Health Specialist supports timely and effective delivery and documentation of health-related services to children and families. Helps to ensure that children and families receive all necessary medical and dental services; supports maintenance of up-to-date health records of children enrolled in the program; and performs routine health-related tasks and clerical services to aide in meeting the health and nutrition needs of children and families enrolled in the program.

**Duties and Responsibilities/Essential Functions**

- Support coordination and documentation of on-site health services including hearing and vision screenings, blood pressure, heights/weights, head circumference measurements, medication administration, attending to sick/injured children, health exclusions, and lead/TB risk assessments.
- Complete timely and accurate data entry of health- and nutrition-related data for children and families in the programs' database.
- Maintain detailed, accurate, up-to-date and confidential records including child health files, health services tracking system and documentation of all activities.
- Prepare Health Plans (related to medication, allergies, or other medical conditions) for center-enrolled children. Ensure training is completed for staff, documented and uploaded to database. Provide proper documentation for food service providers on nutrition-based Health Plans.
- Work with parents / guardians / staff on missing health requirements including regular review of child immunization acquisition.
- Maintain relationships with area health service providers / community partners. Attend Health Advisory meeting as needed.
- Coordinate with Nurse Consultant to assist with health and safety checks, immunization reviews, and other tasks as necessary. Work with Nurse Consultant on determination of children's immunization status and identifying a catch-up plan.
- Monitor and complete required tasks for food program (CACFP). Provide training for staff, monitor food production records, ensure menus are reviewed by Nutrition Consultant, communicate with HS Director monthly for reimbursement requests, communicate with supervisors on concerning issues from implementation of food program policies and procedures.
- Provide training for home-based staff on the Expectant Parent program. Monitor that all program requirements are met and documented. Provide resources as needed for families.
- Provide training for staff on proper nutrition services provided on home visits, family events; review / approve requests for meals / snacks to be provided for enrolled children and families.
- Provide or coordinate training for staff in health, cleaning, and safety.
- Monitor child incident reports. Complete reporting to MN DHS and OHS as required by DHS guidelines and HSPPS.
- Collaborate with management team to ensure health, nutrition, and safety needs are being met. Notify supervisors on needed staff support.
- Ensure timely and accurate completion of monthly reports in the area of health and nutrition to support all necessary reporting requirements.
- Provide support for achievement of ICCC Head Start's school readiness goals for enrolled children.

- Actively and enthusiastically support recruitment efforts to ensure that the program is fully enrolled year-round.
- Communicate frequently with other staff; promote teambuilding within the HS management and agency teams; host team meetings; assist staff with duties, as needed.
- Develop a comprehensive understanding and follow the Federal Head Start Program Performance Standards; MN state licensing guidelines; department policies and procedures, including the Code of Ethical Conduct; and any other rules and regulations of the program.
- Prioritize and plan work activities and use time efficiently and effectively.
- Maintain a good working relationship with co-workers, funders, vendors and other organizations.
- Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the Director and/or funding source, outside agencies, etc. to fulfill job/project(s) requirements.
- Perform all other duties as assigned by Supervisor and/or Executive Director.
- Implement the **ICCC Mission and Core Values**:
  - **Responsive:** Monitor health / nutrition component and staff needs and adapt to changing a changing environment to best support the ICCC and Head Start mission. Respond timely to staff / management team needs.
  - **Connection:** Conduct regular check ins with staff to foster connection, understanding, and empathy for difficult or complicated situations on staff caseloads.
  - **Respectful:** Provide respectful health / nutrition materials, interactions, and screening process to help families participate without feeling judged.

### **Education and Experience**

- Minimum High School Diploma and 1+ years of clerical or administrative work experience or Head Start specific work experience, preferably in a medical field
- Preferred Associate's Degree with 1+ years health related experience, or Health-related Credential (CNA, EMT, Med Tech, Nursing, Medical Coding).
- Intermediate to advanced computer skills, including internet and e-mail. Experience in maintaining detailed records on a computer system and handwritten documents.
- Capacity to communicate face to face, electronically, and over the phone with the public, community partners, staff and applicant families.
- Preference for knowledge and experience in child development, education, health, nutrition, safety, and family dynamics, typically gained by at least one year of relevant work experience.

### **Key Competencies**

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Reliable, regular attendance.
- Must have flexible schedule to accommodate family needs for health services, supporting staff in conducting their tasks, includes some evening or weekend hours.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines. Frequent significant decision and problem solving abilities. Ability to respond appropriately to an emergency or crisis situation.
- Ability to supervise and monitor children when necessary to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children for safety.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client and business information.
- A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your language, following ICCC Code of Conduct.
- Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participants served.
- Good communication skills; verbal and written, technical and non-technical.
- Pass a criminal background check prior to hire date.
- Ability to drive for program purposes. Travel to various locations for training and networking opportunities, occasional overnight stay(s) will be required. Proof of a valid driver's license and current vehicle insurance coverage.
- Must have satisfactory completion of a physical exam and tuberculosis screenings as required by HSPPS.

**Physical Demands**

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 required to:

- Regular walking, standing, kneeling, bending, sitting on the floor, and sitting at a desk.
- May occasionally need to provide supervision to children that may include classroom, family event, and/or playground supervision.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.
- Specific vision abilities required by this job include; close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear co-workers when working on team projects or at meetings.

**Work Environment**

Employee will be located in an office as a member of a team. An office or desk space will be provided for paperwork and planning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgement**

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

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Signature

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Date