

Missouri Valley Community Action Agency

Job Title: Child Health Specialist Department: Child and Family Development
Reports To: Health and Nutrition Manager Supervises: N/A
Classification: Non-Exempt Salary Range: Category 2

Summary:

The Child Health Specialist (CHS) works with families, staff, and community health providers to ensure that all assigned Head Start Children's health needs and screenings are completed.

This position promotes and provides opportunities to staff to embody the agency mission which is "To Engage Communities and Coordinate Resources to Improve the Lives of People Experiencing Poverty". Program operation is designed around the mission, vision and values of the agency to meet both program and agency strategies and goals.

Essential Functions:

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

- Customer service
- Ability to chart and track health requirements mandated by Head Start Standards and Health and Human Services
- Form and grow community health partnerships to best meet the needs of children and families
- Act as health educator at a center level, assisting families in setting and achieving health goals for children
- Maintain appropriate programmatic documentation in each child-family file
- Identify own professional growth needs and work with a supervisor to develop a Professional Development Plan to achieve them
- Maintain confidentiality concerning child's files and health needs
- Review and assess the status of a child's health screenings and follow up
- Work with Family Development Specialist and families to enroll child in a medical health insurance plan
- Assist families with identifying and securing a medical and dental home
- Provide transportation for programmatic health activities if no other resources are available
- Understand recruitment efforts and be involved in taking applications
- Participate in scheduled center staff meetings

Competencies:

- Must demonstrate strong customer service and computer skills.
- Must communicate well and be reasonable.
- Must have organizational skills and manage time efficiently.
- Must demonstrate reliability by maintaining good attendance.
- Must have the ability to follow oral and written instructions.
- Must have flexibility.
- Promote a positive work environment
- Ability to work with a wide range of diverse populations and cultures
- Understanding of early education learning environments

Supervisory Responsibility:

- N/A

Work Environment:

- Head Start Center
- Requires the use of standard office equipment including computers, phones, photocopiers, fax machines, and laminating machines.

Physical Demands:

- Limited physical demand.
- Ability to operate a computer and keyboard, printer/copier, and other office equipment.
- Ability to do lifting and carrying of not more than 30 lbs.

Position Type and Expected Hours of Work:

- Non-Exempt, Full-time (40 hours a week, 5 days a week; Monday through Friday, 8:00 am to 5:00 pm) during the first half of the school year. During the second half of the year, 30 hours a week based on center enrollment numbers.
- Occasional evening and weekend events
- Not expected to work over 40 hours a week; flex time around a proposed work schedule change needs supervisor approval.

Travel:

- Occasional travel is required for meetings and trainings.
- Travel may be required if CHS works at multiple locations.
- Must have valid driver's license and vehicle insurance.

Required Education and Experience:

- High School Diploma or GED

Preferred Education and Experience:

- Experience in the medical field

Additional Eligibility Qualifications:

- Negative results of initial and random drug testing
- Family Care Safety Registry and fingerprint criminal background screening with acceptable results
- Valid driver's license and access to an insured vehicle
- Complete a Physical and TB test within 30 days of employment

Expectations:

- Perform duties with a focus on safety and wellness
- Adhere to agency policies and code of ethics

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Work Authorization:

- Verification of identity and authorization for employment in the United States (I9 and E-Verify)

EEO Statement:

MVCAA provides equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, disability unrelated to ability to do a job, gender identity, sexual orientation, military services, veteran status, pregnancy, childbirth, genetic information or any other characteristic protected by law.

Signatures:

Program Director _____

Human Resources Director _____

Employee: _____

Date: _____