



Orange County Head Start, Inc. CAREER OPPORTUNITY

HEALTH SPECIALIST

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

Health Specialist

In partnership and communication with all Center Directors, Content Area Experts and other Head Start and EHS staff will be responsible and accountable for reviewing, implementing, and executing Performance Standards, Program Area Plans/Policies and Procedures, and following State, County, and Local regulations and laws followed by Orange County Head Start, Inc.

Under supervision of Content Area Expert, plans, organizes, coordinates, and communicates Public Health Services and participates in monitoring, technical assistance, and other duties as assigned.

Education: Bachelor Degree in health, public health, medical assistant or related field. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered. Certified instructor in CPR, First Aid, blood-borne pathogens desirable.

Experience: Two (2) to three (3) years of experience in health services, detailed record keeping and excellent communication (including customer service), computer/database & keyboarding skills; data entry. Knowledge of ChildPlus preferred. Working knowledge of local community resources related to medical and/or dental care; experience in child health services, desirable. At least one (1) year of experience in Head Start preferred.

This is a 12 month position at a salary range of \$3,293 - \$3,813 per month and outstanding benefits.

Final filing date Friday, May 12, 2017 at 1:00 p.m.

Apply now to join our team!

Submit an application, resume and transcripts to:

Orange County Head Start Inc.

2501 S. Pullman Street, Suite 100

Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB TITLE: *HEALTH SPECIALIST*

JOB CODE: V

EXEMPTION STATUS: EXEMPT

JOB PURPOSE SUMMARY

In partnership and communication with all Center Directors, Content Area Experts and other Head Start and EHS staff will be responsible and accountable for reviewing, implementing, and executing Performance Standards, Program Area Plans/Policies and Procedures, and following State, County, and Local regulations and laws followed by Orange County Head Start, Inc.

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ESSENTIAL JOB DUTIES

Communicate with Center Directors in planning, organization, and conducting health activities at the centers.

Initiate and conduct Health Education Liaison Program (HELP) meetings, and support Parent Volunteers with workshop/presentation/activity preparation.

Instruct center staff in CPR, First Aid, and blood borne pathogens; instruct and update center staff regarding health systems delivery methods.

Review, revise, and develop health forms related to regulation updates, assessment, documentation, follow up, and tracking.

Review, refine and design systems for delivery of health services; align and integrate health systems for EHS/HS consistency.

Develop and distribute seasonal/quarterly Wellness Newsletters to center staff.

Participate in collaborations with community partners.

Seek resources specific to health care needs for all centers and notify health and center staff when new resources are available.

Participate in self -assessments and CAP committees.

Participate in internal agency committees such as the Parent Engagement Committee and others as assigned.

Review enrollment files for quality assurance and work with Health Assistants to correct data entry errors; in addition to identifying cases for Integrates Services Team meeting.

Conduct department level monitoring by reviewing child's files at the centers.

Attend third transition meetings for children transferring from EHS to HS. Work with Health Assistant to prepare for such meetings.

Respond to and support Health Assistants regarding health referrals as needed.

Assist with Health Assistant duties, as needed.

Assist Manager in facilitating cross training with other service areas and within the health department.

Gather statistics and prepare reports as requested. Support health Manager with annual Program Information Reports.

Participate in trainings and workshops to keep current of pertinent medical issues and best practices.

Perform additional assignments and duties as assigned by the Health Manger and keep him/her informed on all health issues.

Support Health Manager in providing orientation to and scheduling interns/or student nurses at selected Centers.

NON-ESSENTIAL JOB DUTIES

Write and maintain miscellaneous paperwork for effective service delivery.

Perform similar and incidental duties as required. (e.g. substitute as the Health Assistant if she/he is absent for extended time)

JOB QUALIFICATIONS

Education: Bachelor Degree in health, public health, medical assistant or related field. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered. Certified instructor in CPR, First Aid, blood-borne pathogens desirable.

Experience: Two (2) to three (3) years of experience in health services, detailed record keeping and excellent communication (including customer service), computer/database & keyboarding skills; data entry. Knowledge of ChildPlus preferred. Working knowledge of local community resources related to medical and/or dental care; experience in child health services, desirable. At least one (2) years of experience in Head Start preferred.

Knowledge: Ability to understand OCHS performance standards, background in public health issues and standards; case management methods and techniques; and health and safety procedures;

Language Skills: Oral and written communication skills; bilingual preferred (English/Spanish or English/Vietnamese).

Math Skills: Basic math skills.

Other Skills: Operate a computer terminal and spreadsheet, database and word processing software; operate office equipment; operate equipment to perform vision and hearing screenings..

Reasoning Abilities: Analyze information and problems, evaluate alternatives and make sound recommendations; exercise sound judgment within general policy guidelines

Other Abilities: Analyze and prioritize tasks; collect and organize data; evaluate and review service delivery methods; maintain accurate records and prepare reports; training methods and techniques; communicate effectively with agency staff.

Other Requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different centers, meeting and/or training venues. Will be certified to conduct hearing and vision tests.

REPORTING RELATIONSHIPS

Reports to the Health Manager for assignments.

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Frequent contact with Managers, Supervisors, Center Directors, Health Assistants, Head Start staff, Service Administrators, and Professional Organizations

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in an office environment. The job requires driving and conducting home visits to meet the needs of the children and families served.

PHYSICAL DEMANDS

Typically requires sitting for extended periods of time. May require extended periods of time in front of a computer, or standing to speak to a group of employees.

DATE: _____ BY: _____

SIGNATURE

Print Name