



## Orange County Head Start, Inc. CAREER OPPORTUNITY

### *Health Assistant*

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.

As a Health Assistant for our Early Head Start/Head Start program under general supervision, you will need to input assessments; assess health histories, immunizations, physical and dental exams; develop individual health plans and related medical reports; assist with filing of health data, prepare health supply orders, document and maintain accident reports, health referrals and health classes (e.g., CPR, First Aid and Blood borne Pathogen); support staff at the school centers and on home visits; respond to and assist with regard to health referrals as needed; follow-up with families and provide link to health services; prepare and facilitate staff trainings and parent workshops; communicate with local health and dental care providers.

**Education requirements:** Minimum of an Associate's Degree in health or public health, medical assistant or related field. Bachelor's Degree preferred. Knowledge of health terminology. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**Experience:** minimum of two years of experience working with children and/or health and safety. Have experience working with computers and data entry. Bilingual English/Spanish or English/Vietnamese required.

We offer a salary range of \$17.85 to \$19.22 per hour and excellent benefits in addition to the opportunity to serve families and children in Orange County.

**Final filing date Friday, October 26, 2018 at 5:00 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](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE

# 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: *HS/EHS HEALTH ASSISTANT***

**JOB CODE: \_\_\_\_\_**

**EXEMPTION STATUS: NON-EXEMPT**

## JOB PURPOSE SUMMARY

In partnership and communication with all Center Directors, Content Area Experts and other Head Start and Early Head Start 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 case management, monitoring, technical assistance, and other duties as assigned.

## ESSENTIAL JOB DUTIES

Coordinates, implements and tracks health requirements: physical exams, dental exams, lead, hemoglobin/hematocrit, hearing and vision screenings, and immunizations, for children in the Head Start/Early Head Start program

Assists in maintaining and updating complete records and documentation of all contacts and individual health records on children in conjunction with family engagement staff and health manager; ensures that health records are reviewed, evaluated and interpreted to collect statistics and other data affecting health services; i.e. follow up and referrals.

Document health histories for conditions that need consideration in the school setting.

Document findings on the physical exam that may need further evaluation and support in Child Plus.

Prepare Individual Health Plan and discuss with necessary staff and provide tracking. Summarize all education provided regarding Individual Health Plan, chronic health conditions, and follow-up if needed, regarding any health findings by documenting and tracking information in Child Plus.

Input immunizations of enrolled children and request compliance for missing, state-required immunizations, physical information and dental information.

Help with vision, and hearing screenings as needed; record results in Child Plus, and refer if necessary.

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

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

Participate in collaborations with community partners.

Locate resources for any indicated problems through child's insurance plan or through low or no cost clinics.

Provide necessary information to obtain medical and dental insurance for children, plus assist with locating a medical and dental home for child with this service.

Participate in self -assessments and CAP committees.

Respond to health referrals as needed.

Facilitate cross training with other disciplines in other service areas.

Gather statistics and prepare reports as requested.

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 Manager and keep him/her informed on all issues encountered during input.

### **NON-ESSENTIAL JOB DUTIES**

Write and maintain miscellaneous paperwork for effective service delivery.

Perform similar and incidental duties as required. (e.g. substitute for team if someone is absent for extended time)

### **JOB QUALIFICATIONS**

**Education:** Associate's 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:** One (1) year of experience in health services, detailed record keeping and excellent communication, computer/database & keyboarding skills; data entry. Working knowledge of local community resources related to medical and/or dental care; experience in child health services, desirable.

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

**Language Skills:** Oral and written communication skills. Bilingual required; 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. Must 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, Head Start staff, Insurance Brokers, Service Administrators, and Professional Organizations

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in an office environment.

**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

