

**UMATILLA-MORROW HEAD START, INC.**

**POSITION DESCRIPTION**

<b>BILINGUAL HEALTH RESOURCE &amp; RECRUITMENT SPECIALIST</b>	
<b>Supervisor: Health Services Director</b>	<b>Subordinates: None</b>
<b>Classification: Coordinator II</b>	<b>Exempt Status: Non-Exempt</b>
<b>Terms of Employment: Regular Full Time</b>	

**Job Goal:** To assist Health Services Director in planning, coordination, and implementation of the health services program for Head Start children and families, as well as to assist the Family Development Manager in recruitment and enrollment of Spanish-speaking children and their families.

**Responsibilities:**

1. Recruit, select and enroll children and families and maintain enrollment levels as prescribed by Head Start Policies and Performance Standards
  - a. Be knowledgeable of Agency eligibility requirements.
  - b. Assist in planning and implementing the recruitment process.
  - c. Identify and recruit children with documented disabilities/special needs.
  - d. Provide input to the Family Development Manager to develop agency selection criteria.
  - e. Assist in recruitment by making a recruitment home visit for all completed applications for the area and completing the family assessment.
  - f. Ensure that highest risk families are referred to services needed and that education and support are available for the family.
  - g. Initiate and/or participate in family unity meetings with other community partners who are working with or can be of assistance to families in need of services and support.
  - h. Orient parents to Agency policies and program design at the center's "Welcome to Head Start"
  - i. Ensure that recruited applications are included on the waiting list for the assigned Agency service area.
  - j. Ensure full enrollment of children at assigned center at all times.
2. Submit completed reports to supervisor in a timely manner.
3. Conduct vision and hearing screens with EHS/HS children.
4. Conduct re-screens with children who do not pass initial vision and/or hearing screen. If child does not pass re-screen, notify Family Advocate and/or Classroom Staff of needed referrals to vision/hearing specialists.
5. Conduct immunization review and monitor immunization status of EHS/HS children.
6. Assist with coordination of, restocking of First Aid kits and providing updated emergency postings at centers, as deemed necessary by supervisor.
7. Maintain a list of community health resources to assist Classroom Teams in connecting families to Medical and Dental Homes as well as any needed follow-

- up care.
8. Coordinate and/or facilitate health related home visits with EHS/HS parents as deemed necessary by supervisor.
  9. Assist in providing current health screening and treatment information to data entry personnel.
  10. Assist with ongoing assessment of health education needs and assist with the distribution of health information to children, staff and parents as deemed necessary by supervisor. Provide health related activities in EHS/HS classrooms at least 3 times per year.
  11. Attend health related meetings as requested by HSD.
  12. Provide monthly health report to HSD as requested.
  13. Assist the Health Services Director in maintaining ongoing, effective relationships with community health care providers.
  14. Help ensure that each child receives a nutrition assessment which shall include a growth assessment, hemoglobin check, diet assessment and nutrition education.
  15. Facilitate the flow of information obtained during the nutrition assessment at WIC to the centers by utilizing the Nutrition Assessment Record.
  16. Provide a monthly report to the Nutrition Services Director indicating the number of complete nutrition assessments by site and the number of children on WIC at each site.
  17. Ensure that all medical and dental screens and appropriate follow-up and/or referrals are completed, including initial education with parents with first screening and each 6 month follow up thereafter with EHS families regarding Lift the Lip exams.

**Qualifications:**

1. Associates/Bachelors degree in a health or related field, plus one year experience in health preferred. A combination of education and experience may be substituted for a degree.
2. Bilingual (Spanish/English) required
3. Current physical examination and TB screen documentation upon hire
4. Desire to work with low-income children and their families.
5. Adequate means of transportation.
6. Current First Aid/CPR cards
7. Ability to establish relationship of trust and respect with staff, families, and children.
8. Knowledgeable in eligibility requirements.

**General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.

7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrates the ability to communicate effectively in cross cultural, bi-lingual situations.
13. Be familiar with child care regulations for the state of Oregon.

**Other Requirements:**

1. Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English AND Spanish both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather, etc.
7. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
8. Maintain the safety of the environment and children through visual, auditory and smelling senses.
9. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
10. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
11. Set up a classroom which requires moving of tables, chairs, shelves, etc.
12. Sit on a child-sized chair.
13. Instructs others in a classroom setting.
14. Perform occasional cleaning of classroom, which may require the use of broom, mop, and carpet sweeper, cleaning fluids and sanitizing agents.

*Umatilla-Morrow Head Start, Inc.*

*Is*

*An Equal Opportunity Employer*

