

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

**POSITION DESCRIPTION**

<b>HEALTH RESOURCE SPECIALIST</b>	
<b>Supervisor: Health Services Director</b>	<b>Subordinates: None</b>
<b>Classification: Coordinator I</b>	<b>Exempt Status: Non-Exempt</b>
<b>Terms of Employment: Seasonal</b>	

**Job Goal:** To assist Health Services Director (HSD) in planning, coordination, and implementation of the health services program.

**Responsibilities:**

1. Conduct vision and hearing screens with children.
2. Conduct re-screenings 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.
3. Conduct immunization review and monitor immunization status of children.
4. Assist with coordination of, restocking of First Aid kits, and providing updated emergency postings at centers, as deemed necessary by supervisor.
5. 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.
6. Coordinate and/or facilitate health related home visits with parents as deemed necessary by supervisor.
7. Assist in providing current health screening and treatment information to data entry personnel.
8. 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.
9. Attend health related meetings as requested by HSD.
10. Provide monthly health report to HSD as requested.
11. Assist the Health Services Director in maintaining ongoing, effective relationships with community health care providers.
12. Assist with the recruitment, selection and enrollment of children and families as deemed necessary by supervisor.
13. Provide translation and interpretation of program materials during parent meetings, trainings and at parent/teacher conferences and home visits as deemed necessary by supervisor.
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 Early Head Start and Head Start 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.

**Qualifications:**

1. HS Diploma plus one year experience in a Social Service Agency.
2. Current physical examination and TB screen documentation upon hire
3. Desire to work with low-income children and their families.
4. Adequate means of transportation.
5. Current First Aid/CPR cards
6. Ability to establish relationship of trust and respect with staff, families, and children.
7. 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 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***