

HEALTH RESOURCE SPECIALIST
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.

Name: _____ Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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A. General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned 1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency 1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community 1 2 3 4 5
4. Keep current and accurate records that conform to program policies 1 2 3 4 5
5. Maintain confidentiality in regards to staff and family information..... 1 2 3 4 5
6. Maintain objectives and professional standards 1 2 3 4 5
7. Improve self-skills and education..... 1 2 3 4 5
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy..... 1 2 3 4 5
9. Perform any other work-related duties as requested by your supervisor..... 1 2 3 4 5
10. Be a contributory team member in a positive/productive manner 1 2 3 4 5
11. Demonstrate commitment to mission, values, and policies in the performance of daily duties 1 2 3 4 5

*Comments or examples:

B. General Health Component Duties:

1. Assists the Health Services Director (HSD) in Health Component planning, development, and operations 1 2 3 4 5
2. Provides hearing screens for Head Start children and assists in follow-up on referrals 1 2 3 4 5
3. Provides vision screens for Head Start children and assists with follow-up on referrals 1 2 3 4 5
4. Attends health-related meetings as requested by HSD 1 2 3 4 5
5. Assists HSD with immunization review and tracking of immunization status of children in the program..... 1 2 3 4 5
6. Assists the Nutrition Services Directors in managing the nutrition assessments from WIC 1 2 3 4 5
7. Acts as a consultant for staff, parents and volunteers concerning the Health Component..... 1 2 3 4 5
8. Assists HSD in ensuring compliance with performance standards for the Health Component 1 2 3 4 5
9. Assist HSD in informing all staff and parents of health services goals and objectives 1 2 3 4 5
10. Assist in dispersal of pertinent information to parents, Head Start staff, and children's= files 1 2 3 4 5
11. Compiles and shares available resources for various components with staff, parents, children and community agency sources 1 2 3 4 5
12. Works in conjunction with Child Family Advocate and Family Advocates to contact parents, participate in home visits and to assist with the coordination of health services with parents as necessary 1 2 3 4 5

*Comments or examples:

C. Staff Communication and Team Membership:

- 1. Shares materials and information 1 2 3 4 5
- 2. *Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling 1 2 3 4 5
- 3. *Supports team members and supervisor verbally and by attitude 1 2 3 4 5
- 4. Sets aside sufficient time to meet and plan with team members 1 2 3 4 5

*Comments or examples:

D. Work Ethics:

- 1. *Comes to work on time 1 2 3
- 2. Notifies supervisor prior to beginning of work day when not able to come to work 1 2 3
- 3. *Misses little time because of illness 1 2 3
- 4. Willingly accepts changes in program 1 2 3
- 5. Accepts and acts on constructive criticism 1 2 3
- 6. Follows through on accepted tasks or agreements 1 2 3

*Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Supervisor's Signature _____ Date _____

Health Resource Specialist=s Signature _____ Date _____

Rating Scale Explanation:

1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period**
- Eligible for merit increase**
- No funding for merit increase at this time**
- Not eligible for merit increase**