

H-1 HEALTH RESOURCE SPECIALIST

AUGUST

- Assist Health Services Director (HSD) in distribution of Health Program postings for centers (i.e., emergency preparedness plans, hygiene/hand washing posters, medical and dental emergency posters, common communicable diseases and exclusion policies & procedures).
- Assist HSD in inventorying, restocking and distributing First Aid kits and Body Fluid Clean Up kits to centers.
- Compile forms needed for documentation of vision and hearing screens.
- Check vision and hearing screening equipment for adequate operation prior to start up of classrooms and screenings.
- Participate with Enrollment Meetings as necessary.
- Coordinate dates for Vision & Hearing screenings and conduct screenings.
- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Act as resource to home visiting staff as necessary on home visits for information regarding Immunization Regulation, local medical and dental providers and care coordination.
- Act as resource to center staff and family service staff and parents with obtaining medical and dental records as necessary.
- Assist HSD with inventory and stocking classrooms with dental health supplies.
- Creates Nutrition report for Nutrition Director monthly.
- Child Plus health data entry as necessary.
- Assist HSD in Obtaining medical protocols

HEALTH RESOURCE SPECIALIST

SEPTEMBER

- Attend pre-service training.
- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and tooth brushing supply inventory.
- Inform HSD of Health Program concerns needing attention.
- Create Nutrition Report for Nutrition Direction monthly.
- Child Plus health data entry as necessary.
- Act as resource to center staff and family service staff and parents with obtaining medical and dental records as necessary.

HEALTH RESOURCE SPECIALIST

OCTOBER

- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Complete all vision and hearing screenings within 45 day deadline.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Create Nutrition report for the Nutrition Director monthly.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and tooth brushing supply inventory.
- Inform HSD of Health Program concerns needing attention.
- Child Plus health data entry as necessary.
- Act as resource to center staff and family service staff and parents with obtaining medical and dental records as necessary.
- Complete and send off Casey Eye Institute Reports
- Complete Lead Screening within 90 day deadline

HEALTH RESOURCE SPECIALIST

NOVEMBER

- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and tooth brushing supply inventory.
- Inform HSD of Health Program concerns needing attention.
- Create Nutrition report for Nutrition Director.
- Child Plus health data entry as necessary.
- Act as resource to center staff and family service staff and parents with obtaining medical and dental records as necessary.
- Complete and send off Casey Eye Institute Reports
- Complete Lead Screening within 90 day deadline

HEALTH RESOURCE SPECIALIST

DECEMBER

- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and toothbrushing supply inventory.
- Inform HSD of Health Program concerns needing attention.
- Create Nutrition Report for Nutrition Direction monthly.
- Child Plus health data entry as necessary.
- Complete and send off Casey Eye Institute Reports
- Complete Lead Screening within 90 day deadline

HEALTH RESOURCE SPECIALIST

JANUARY

- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and toothbrushing supply inventory.
- Inform HSD of Health Program concerns needing attention.
- Provide HSD with budget request items for upcoming school year.
- Create Nutrition Report for Nutrition Direction monthly.
- Child Plus health data entry as necessary.
- Complete and send off Casey Eye Institute Reports
- Complete Lead Screening within 90 day deadline
- Assist HSD in completing State Immunization report

HEALTH RESOURCE SPECIALIST

FEBRUARY

- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and tooth brushing supply inventory.
- Inform HSD of Health Program concerns needing attention.
- Create Nutrition Report for Nutrition Direction monthly.
- Child Plus health data entry as necessary.
- Complete and send off Casey Eye Institute Reports
- Complete Lead Screening within 90 day deadline
- Assist HSD in completing State Immunization report

HEALTH RESOURCE SPECIALIST

MARCH

- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and toothbrushing supply inventory.
- Inform HSD of Health Program concerns needing attention.
- Create Nutrition Report for Nutrition Direction monthly.
- Child Plus health data entry as necessary.

HEALTH RESOURCE SPECIALIST

APRIL

- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and tooth brushing supply inventory.
- Inform HSD of Health Program concerns needing attention.
- Create Nutrition Report for Nutrition Direction monthly.
- Child Plus health data entry as necessary.

HEALTH RESOURCE SPECIALIST

MAY

- Review vision/hearing forms for revision needs. Share concerns with HSM regarding needs for revision.
- Turn in vision and hearing screening equipment to HSM.
- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and tooth brushing supply inventory.
- Inform HSD of Health Program concerns needing attention.

- Create Nutrition Report for Nutrition Direction monthly.
- Child Plus health data entry as necessary.

HEALTH RESOURCE SPECIALIST

JUNE

- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and tooth brushing supply inventory.
- Inform HSD of Health Program concerns needing attention.
- Participate as resource to FA staff during recruitment and enrollment meetings.
- Assist FA staff with contacting parents and coordinating medical and dental insurance coverage with parents as necessary.

- Create Nutrition Report for Nutrition Direction monthly.
- Child Plus health data entry as necessary.

HEALTH RESOURCE SPECIALIST

JULY

- Conduct reviews of CIS (Certificate of Immunization Status) and complete UMCHS Immunization Review forms for parents and staff.
- Coordinate classroom dates for vision and hearing screenings, complete parent letters informing them of the screens, conduct screenings and recommend referrals to ESD or primary care providers as appropriate.
- Act as resource to FAs & CFAs as necessary on home visits for information regarding immunization regulation, local medical and dental providers and care coordination as necessary.
- Act as resource to FAs, CFAs and parents with obtaining medical and dental records per request.
- Inventory and restock First Aid kits and Body Spill Clean-Up kits in all classrooms.
- Inventory and restock classrooms with dental health supplies.
- Conduct monthly report to HSD including: vision and hearing screenings, First Aid kit and Body Fluid Clean-Up kit inventory and tooth brushing supply inventory.
- Inform HSD of Health Program concerns needing attention.
- Participate as resource to FA staff during recruitment and enrollment meetings.
- Assist FA staff with contacting parents and coordinating medical and dental insurance coverage with parents as necessary.

- Create Nutrition Report for Nutrition Direction monthly.
- Child Plus health data entry as necessary.