

# COMMUNITY ACTION OF LARAMIE COUNTY, INC.



Job Title Health Services Assistant  
Reports to Health and Nutrition Manager  
ID Laramie County Head Start (LCHS)  
Type of position: Hours 40 / week  
Full-time – 9/12 months Nonexempt

## GENERAL DESCRIPTION

Responsible for the support and coordination of Health and Nutrition Services including the health screenings, parent, staff and child education, data tracking and monitoring and community networking systems. Responsible for ensuring that all eligible children and their parents receive the maximum services available linking families, staff and community together. Responsible for providing professional support and following guidelines and policies.

## JOB DUTIES

The following information is intended to be representative of the essential functions performed by personnel in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the responsibilities of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.

### Record Keeping

- Data entry of all health information into computer system and appropriate spreadsheets in a timely manner
- Final review of participant application looking for complete health documentation
- Organize and maintain participant's file containing application and health information
- Maintain year in and year out retention schedule of participant's files and other records
- Generate appropriate reports specific to health, including the Program Information Report (PIR)
- Assist in the ongoing monitoring and tracking process for health and nutrition information
- Assist with coordinating various health information between parents, staff, medical providers, and community

### Health Screenings

- Facilitate the child's health screening process
- Provide hearing and vision screenings within designated timelines
- Provide or facilitate growth assessments twice per year
- Educate parents on the purpose and scope of screenings and any needed follow-up

### Health Service Advisory Committee

- Assist in making member packets, invitations, attend meetings, take minutes and correspondence
- Maintain records of HSAC meetings with any handouts

### Training

- Train staff in CPR and First Aid
- Responsible for training in areas of health, nutrition, and safety for staff, children and parents
- Assist HNM in trainings as needed

### Program Support

- Conduct intake appointments, including referrals, Quality Reviews, and orientation as needed
- Serve as Bus Safety Assistant
- Provide program coverage in classrooms, bus, front office, etc., as needed
- Assist in recruitment and community events
- Attend community groups, boards or committees as a representative of LCHS

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**General Responsibilities**

- Responsible for Medication Administration
- Conduct Health and Safety checks
- Monitor inventory of health supplies and health education materials
- Participate in monthly component meetings and HS committees
- Perform other job related tasks as required

**EDUCATION & EXPERIENCE**

- High school diploma or GED is required
- Associates Degree or certificate or license in a health-related field is preferred
- A minimum of 12 months office experience with computer database skills preferred
- Must possess or attain CPR and First Aid Instructor Certification within one year of employment
- Must possess or attain Medication Administration Certification within one year of employment
- Ability to speak Spanish is a plus but not required

**KNOWLEDGE & SKILLS**

- Ability to communicate the principles, philosophy and practices of Head Start and advocate for the program
- Experience/knowledge of or willing to get training for working with pre-natal to 5-year olds
- Knowledge of child development and health, disabilities, safety, nutrition, multiculturalism, adult education and family dynamics
- Knowledge of community resources
- Possesses knowledge of effective relationship-building practices, and understands families are vital to children's development and learning
- Ability to use a computer to collect, record, retrieve data and prepare reports
- Ability to organize and prioritize daily work load and schedules
- Experience in human services setting including working with low-income children and families of diverse background

**PHYSICAL & ENVIRONMENTAL REQUIREMENTS**

- Must possess stamina remain seated for extended periods.
- Must occasionally lift and/or move up to 50 pounds.
- Ability to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
- Must be able to occasionally tolerate exposure to outside weather conditions.
- Must be able to tolerate diverse environmental workspaces.
- Must comprehend and interpret written reports of a technical nature.
- Must operate a computer, telephone, keyboard and other office equipment.
- Must be able and willing to drive in a variety of weather conditions.
- Must be able to adapt quickly to changing demands, stressful situations, and multiple priorities.




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**OTHER REQUIREMENTS**

- Responsible for a safe, healthy learning environment by following all health, safety, and sanitation rules.
- Responsible for ensuring that children are supervised and ratios are followed at all times.
- Maintains a positive attitude when working with children and their families, keeping the focus on safety and a comfortable learning environment.
- Professional demeanor, attendance/punctuality, appearance and hygiene.
- Ability to negotiate effectively and utilize conflict resolution skills
- Must possess strong intrapersonal, verbal and written skills, and customer service skills.
- Occasional evening and weekend work hours; ability to travel to include extended days and overnight stays.
- Must be able to pass State of WY Division of Criminal Investigation and Department of Family Services Central Registry background checks.
- Must complete/pass First Aid and CPR course annually.
- Must design and progress in a professional development plan.
- Must complete TB test prior to hire and Physical within 90 days of hire, and complete each annually thereafter.
- Must abide by signed Confidentiality and Ethics Statements.
- Must assure that program goals are met.
- Must perform duties with minimal supervision.
- Must comply with CALC Personnel Policies, Head Start Program Performance Standards, the Head Start Act, local, State, and Federal rules and regulations.
- Must participate in meetings and trainings (including mandatory training periods).
- Must maintain a valid driver's license and be insurable by CALC insurance provider.

**Governing Board Approval**

APPROVED BY 

Date 8/20/2015

**Policy Council Approval**

APPROVED BY 

Date 8/5/15

