

**South Central Community Action Program, Inc.**  
**Position Description**

**Position Title:** Assistant Health Services Coordinator

**Department:** Early Head Start

**Reports To:** Health Services Coordinator

**Position Status:** Full Time

**Purpose of Position**

Under supervision of the Health Services Coordinator, the Assistant Health Services Coordinator is responsible for organizing children's medical records and assist in the running of the Health Services and Mental Health component(s). The Assistant Health Services Coordinator will assist in the planning, direct implementation, and documentation of the components meeting or exceeding federal Head Start Performance Standards, state licensing standards, Child and Adult Care Food Program (CACFP) and local grant goals/objectives. This position primarily focuses on the Head Start children with specific responsibilities in coordinating the health, dental, and nutritional needs of those children. The Assistant Health Services Coordinator will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. commitment to helping people.

**Essential Duties and Responsibilities**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Oversees and is ultimately responsible for the daily activities and operations for the health services and mental health components related to Head Start and assists with all the daily activities and operations for health services component related to Head Start.
- Will not leave children unattended or unsupervised, in accordance with SCCAP policies and procedures, while children are in the care of SCCAP employees. Failure to comply with this would be considered child neglect and endangerment.
- Ensures that the reporting of any and all suspected cases of child abuse and neglect; as required by law, is done in the accordance with SCCAP policies and procedures.
- Organizes, monitors, and carries out health screenings and follow-up services for children in Head Start in accordance; reviews and refines the annual screening process to ensure all children are screened are in compliance with Head Start Performance Standards and Early and Periodic Screening, Diagnostic and Treatment (EPSDT). Sends screening results to parents and enter results in the program database and place records in the child's main file.
- Assures with assistance from family advocates that children have up to date immunizations, physical, dental, and periodic infant/toddler well baby checkups as identified by EPSDT.
- Organizes and attends vision screenings consistent with children. Coordinates and schedules with optometry, education and coordinates transportation if needed for outside appointments.
- Monitors due dates for routine physicals and dentals. Send reminder letters and follow-up to assure well child checks are performed and recorded; annual medical and dental exams. Responsible for facilitation of the follow-up and assuring completion of the needed treatment.

- Provides counsel, assistance, and support the Health Services Coordinator in areas of health services program planning and management. Reviews and assess, with program Coordinator, component activities, and interrelationships with other components; identifies possible solutions for problems and makes recommendations.
- Performs record keeping and internal and external reporting tasks in a timely and objective fashion. Prepares and submits accurate reports including MIS, PIR, quarterly, and annual reports required by the State including board of Health immunization records, Nutrition, and Health licensing for all centers.
- Promotes positive public relations.
- Assists with the development of needed community health care resources.
- Confers with the Health Services Coordinator concerning referrals.
- Retains current CPR/First Aid Trainers Certification. As needed, provide CPR/First Aid/Universal Precautions training to all staff and interested parents on a scheduled basis.
- Prepares requisitions for dental/medical invoices and other health related purchases.
- Participates in and supports at least four events annually hosted or sponsored by SCCAP; including parent events, parent committee, open houses, and community fairs.
- Assists parents to recognize and assume primary responsibility for their child's follow-up and maintenance health care via technical assistance, referrals, and/or home visits; provides families with timely health data of each child in program; provides training to parents.
- Provides annual health and nutrition training in each classroom and at pre-service utilizing CACFP, State licensing, and other relevant guidelines.
- Assesses, develops, monitors individualized health services plan for children with special health needs; disseminates plans to appropriate staff.
- Assists Health Services Coordinator with annual health and nutrition training in each Head Start classroom and at pre-service utilizing Child and Adult Care Food Program (CACFP), State licensing, and other relevant guidelines.
- Actively participates in securing in-kind contributions from families, professionals, and community members.
- Engages parents in volunteering, community service, and other ways of contributing to program activities and services.
- Provides opportunities for children and families to participate in family literacy services.
- Makes decisions and act based on family support principals, theories, practices, and code of ethics.

## **Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

- Nursing degree with one to three years prior related experience; or any equivalent combination of education, training, and experience that provides the necessary knowledge, skills and abilities.
- Must be a licensed LPN or RN for the state of Indiana.
- Skilled in the use of computers for email, creation, and manipulation of databases, and Microsoft Office

### **Special Requirements**

- Ability to travel locally, regionally, and nationally to attend to daily work demands, meetings, workshops, and conferences.

## **Minimum Physical and Mental Abilities required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to utilize departmental equipment and supplies.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination.
- Must be able to lift, push, and carry at least 50 pounds.

### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio, and proportion; ability to measure data and use/utilizes descriptive statistics and statistical theory.

### **Language Ability and Interpersonal Communication**

- Ability to comprehend and correctly use a variety of informational documents including billing invoices, menus, physical forms, health assessment forms, Genesis Earth Database, dental forms, time sheets, job applications, incident reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Genesis Earth manual, training guidelines, manual of school health, CACFP manual, policy/staff handbook, regulations, and others.
- Ability to prepare maintenance requests, PIR, MIS, mileage reports, quarterly reports, licensing forms, staff evaluations, vendor/janitorial contracts, nutrition assessments, reference checks, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.

- Ability to communicate positively and effectively with staff, government officials, parents, children, supervisor, Board of Directors, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret medical terms Head Start and early childhood terminology and language.
- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and program staff.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas. Ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.
- Ability to advise and interpret on the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

### **Environmental Adaptability**

- Ability to work effectively in an office and school environment; ability to work effectively and take the necessary precautions of a health care/clinic environment being exposed to various diseases, illness, etc.
- Ability to work effectively at client in-home settings being exposed to a variety of potential hazards including, dust, unsanitary conditions, odors, disease, etc.
- Essential functions are regularly performed without exposure to adverse environmental conditions.
- Ability to protect self and others when dealing with aggravated, irate, upset, unstable, violent, and intoxicated persons/clients.

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director, their Department Head, and/or their immediate Supervisor. All requirements are subject to change over time and to possible modifications in order to be reasonably accommodating to individuals with a disability.

The employee has read the above job description and understands the duties and requirements expected of them. The employee will ask for clarification of those areas that they did not clearly understand. The employee also understands that if he/she continues to have questions or new questions arise, they are to immediately discuss these questions with their supervisor.

Employee's Name: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager's Signature

\_\_\_\_\_  
Date