POSITION SPECIFICATION

POSITION TITLE: **Head Start Health Professional**
POSITION CLASSIFICATION: **Non-Exempt**
SALARY RANGE: **$15.00 – $17.00 per hour**

QUALIFICATIONS:
Individuals must have coursework or work experience equivalent to a degree or be a CMA, CNA, HHA Experience with community or school health, and preschool children preferred. Clearance from New York Start Central Registry of Child Abuse and Maltreatment and New York State Criminal Background check is required as well as a pre-employment physical and tuberculin screening. The person must possess a valid driver's license.

POSITION SUMMARY:
Individuals must have an aptitude for working with preschool children and their families**.** The person must be able to complete and maintain current health care records, participate in care planning for individuals and families, provide health care needs consultation to Head Start staff, conduct health education sessions for children, staff, and families, and make appropriate referrals to community agencies. Candidates must have excellent communication and organizational skills, and demonstrate the ability to function in both Center and Home Based programs.

The individual will attend all Health Service Area Meetings and assist the Health/Disabilities Coordinator in planning, coordinating, and implementing health and disabilities services. Health Professionals will work collaboratively and foster effective teamwork with center and Home-Based staff to provide services to children and families. **Not eligible for remote work due to the nature of the position.**

SUPERVISION:
The Head Start Nurse/Health Care Professional is under the direct supervision of the Health & Disability Coordinator, and the Assistant Head Start Director, and the Head Start Director.

CRITICAL ELEMENTS:

1. Maintain confidentiality as mandated by the agency's confidentiality policy.
2. Fulfill role as a mandated reporter as stated in the Child Abuse and Neglect policy.
3. Maintain respectful and congenial relationships with parents, children, staff, and community members.
4. Review medication administration policies and procedures and educate staff on new medications including observing for side effects, the route of administering the medication, documentation of the administration of the medication, and when to notify parents and/or emergency services.
5. Update and submit Health Care Plans to Health consultants as needed and send a copy to the Health & Disability Coordinator.

6. Develop an individualized health care plan for children with special needs with the Health & Disabilities Coordinator and other Head Start staff, the family, and the child's service providers to ensure a safe and effective Head Start program.
7. Educate all staff and volunteers regarding health care needs for children with allergies, seizures, or any health concerns.
8. Review Health Policies & Procedures (on Health Training Log) with all new staff within the first week of employment and review with returning staff annually. (in the fall) This will be reported to the **Health & Disability Coordinator.**
9. Provide physical assessment to children present with potential illness, and follow agency protocols for exclusion and or services.
10. Submit monthly reports including health and disabilities data to the coordinator as required by agency protocol.
11. Assist with the recruitment of children with disabilities.

GENERAL RESPONSIBILITIES:

1. Review physicals and immunizations to ensure children are able to participate in Head Start program components, that they are free from communicable diseases, and up to date on all Day Care, CDC, and EPSDT required exams and immunizations.
2. Conduct home visits to complete a comprehensive Health History for each child with family and/ or legal guardian.
3. Participate in the orientation of new students and their families.
4. Formulate a plan to identify barriers and assist parents to attain and maintain a medical and dental home.
5. Educate parents as necessary on health and special needs issues in person or by telephone during home visits, parent presentations, or written correspondence.
6. Educate children during monthly circle time on health and safety topics.
7. Conduct or obtain vision, hearing, B/P, and nutrition screenings per program policy within 45 days of entrance into the program. Develop a plan to re-screen as needed or refer for a more in-depth evaluation.
8. Work with families to obtain dental exams per program policy within 90 days of the entrance to the program.
9. Develop care plans for children that are lacking screenings and work with the family through education to obtain the needed screenings.
10. Coordinate with staff to monitor the First Aid kit monthly and alert Health/Disabilities Coordinator for supplies as needed.
11. Provide a monthly report to Health/Disabilities and Nutrition Coordinators on children who are above 85 % and below 5% on the BMI chart.
12. Provide a monthly report to the Health/Disabilities Coordinator on lead screenings, anemia screenings, dental exams, dental follow-up care, vision screenings, hearing screenings, referrals in process, and disabilities.
13. Attend all monthly health service area meetings. Attend all other meetings, training, and professional development activities as needed or as requested by the Health/Disabilities Coordinator. Attend center and Home Based staff meetings and conduct monthly case conferences with Home Visitors to review goals and ensure children and families are receiving health and disabilities services as per program policy and procedure.

14. Demonstrate knowledge of NYS Daycare regulations, Head Start Performance Standards, Federal and State Public Health Laws and Services, and IDEA.
15. Coordinate with Teachers and Home Visitors to obtain or provide services to children with special health care needs.
16. Assist in scheduling the Behavioral Consultant as needed for children, staff, and families. Participate in implementing individual behavior plans as needed.
17. Maintain regular attendance to provide consistency in program services.
18. Recruit children with diagnosed and potential special needs or disabilities.
19. Be physically able to walk, climb stairs, bend, squat, and sit in child-size chairs without difficulty in order to fully participate in children's activities in the classroom, on field trips, and on the bus.
20. Health Professionals may be required to lift children in excess of 50 pounds during emergencies, as well as assist in lifting or moving heavy, bulky equipment or supplies. Staff is required to use appropriate body mechanics and work with others to avoid musculoskeletal injuries to themselves and others.
21. Substitute for the classroom, kitchen and/ or bus monitor staff, as needed, on a rotating schedule with other staff.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business duties as assigned by the Director and /or as assigned in the health, mental health and disabilities plan.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature Date

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Print Name

Revised: February 23, 2023
Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023