

**JOB OPENING (JOB CODE: HS004)**

**[JOB TITLE:] Health Services Worker I**

**[SALARY BASE:] \$12.00/Hour**

**[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207**

**[LOCATION:] Caruthersville, MO**

**[STATUS:] Full Time [TERM:] Regular**

**[CLOSING DATE:] Until Filled**

**[APPLICATION DEADLINE:] Until Filled**

**[NUMBER OF OPENINGS:] 1**

**[JOB TYPE:] External/Internal**

**[SUMMARY:]**

Under the general direction of the Child Development Coordinator and/or Center Manager is responsible for the implementation and coordination of the Health, Disabilities and Nutrition services at the Center in accordance with the State/Federal laws, Head Start Performance Standards (HSPS) and UMOS Work Plan (The Model). Will provide training in assigned program area to staff, parents and volunteers and collaborate with health care providers/agencies and specialized agencies serving children with disabilities within the community. Ensures the delivery of services is based on the principles of the Parent Family Community Engagement (PFCE) Framework and Early Learning Outcomes Framework.

**[JOB DUTIES:]**

1. Participate in Case Review Process to address health and disabilities program areas and determine any special health care needs, restrictions, accommodations, necessary medications or special diets needed for child to enroll. Perform file reviews and obtain any current health or dental information through records request. Schedule or assist parents in scheduling and obtaining physical, dental, immunizations, or any other health service needed by child, using state EPSDT requirements.
2. Address health issues, including short-term, illness-related exclusion of children with immediate health concerns, in accordance with sick child / communicable disease procedures, State Licensing, and through consultation with parents/guardian. Send home "symptoms" letters. Complete health, nutrition and oral health referrals. If necessary, conduct home visits when health or developmental concerns are suspected or identified through staff/parent observation, screenings, and daily health observations.
3. Obtain consents from parents, if parent unable to take child, for EPSDT, health or dental services that allows program to arrange services, as permitted by provider, and coordinate transportation for these services as needed.
4. Prepare paperwork for clinics including necessary forms for Provider (ex. immunization records, health history, lead screening, parent consent, etc.)
5. Implement Health, Nutrition, and Disabilities program (Policies & Procedures and related performance standards) which include In-house staffings and Referrals in accordance with the UMOS Referral process. Completion of forms, reports, special needs transitions, case recordings, file reviews and encouraging parents to be active partners in their child's health care needs, to include specialized services as necessary.
6. Responsible for ensuring IEP/IFSP is developed in accordance to policy and procedures. With guidance from the Special Services Specialist / Early Intervention Manager (SSS/EIM) monitor that IEP/IFSP goals are being implemented and tracked in coordination with CDC and teaching staff. Conduct in-house staffing meetings for special services concerns by following UMOS Referral process and obtaining guidance from SSS/EIM.
7. Implement and monitor procedures/methods for child accidents, case reviews, health emergencies, injury/accident prevention, reporting (to include parents), and follow-up, medication administration, transportation and storage, individualization/modifications for children with special needs, diapering, hygiene, sanitation, hand washing techniques, and sick child.
8. Implement and monitor the Child and Adult Care Food Program (CACFP) that includes family style meal, menus, infant feeding, proper storage and handling of breast milk, food handling, special diets and classroom nutritional activities. Address nutrition issues as needed.
9. Coordinate health, disability, pregnant women and/or newborns home visits with Family Services and teaching staff to maximize efficiency and staff time, and coordinate nutrition and speech consultant schedule in conjunction with the CDC and/or CM/CDC.
10. Monitor health and safety compliances including, but not limited to, conducting and monitoring health and safety checklist completion (ex. Safe Environments, playground safety inspections), posting SDS information and "Right to Know" information, monitoring first aid kit contents, chemical storage, scheduling/assisting in Emergency Preparedness drills, etc.
11. In conjunction with Center Manager, plan and coordinate First Aid, Infant/Child CPR, Blood borne Pathogen/Universal Precautions, Shaken Baby Syndrome and Child Abuse/Neglect trainings for staff, parents and volunteers.
12. Submit complete and accurate, timely reports for assigned program areas including but not limited to tracking forms for health, special services and pregnant women and PIR reports, and ensure that Data entry of health, oral health, disabilities and special services are completed in the family data base tracking system.
13. Participate in the collection of non-federal share (in-kind) in area of responsibility to include the necessary documentation for processing.

14. Assist in ongoing recruitment plan activities, including recruitment of children with disabilities.
15. Report suspected child abuse and neglect in accordance to state law and UMOS policies and procedures.
16. Perform other duties and attend meetings as assigned.

**[QUALIFICATIONS:]**

1. Be at least 18 years old and have High School Diploma/GED.
2. Certified Nursing Assistant (CNA) or Certified Medical Assistant or equivalent. 3. Possess presentation/training experience and be proficient in Microsoft Office
4. Good oral and written communication skills.
5. Bilingual in Spanish preferred
6. Certified in First Aid, Infant/Child CPR, Adult CPR and AED

**CONDITIONS OF EMPLOYMENT**

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment. In accordance with licensing regulations, must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment. Must complete approved Shaken Baby Training prior to working with children and Fire Extinguisher Training within 30 days.

**WORK ENVIRONMENT**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) occasionally required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment; 5) exposed to bumpy travel conditions.

**Tools & Equipment Used:** a) phones, computer system; b) fax machine, copy machine, laminator, Computer, calculator; c) first aid equipment, fire extinguisher. Usage varies by position.

**[CLICK HERE TO APPLY FOR THIS JOB.](#)**

*Equal Opportunity Affirmative Action Employer*

**8/20/2019**