



Building Better Futures

HEALTH SERVICES WORKER II

JOB CODE: HS001

Schedule: Full Time / On-Site

Work Status: Regular / NON-Exempt

Salary: 15.43/ hr. based on experience and education

Location(s): Various locations in Texas, specifically in the Rio Grande Valley

We Invite You to Join UMOs' Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOs' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOs is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits

To support its team members, UMOs offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOs annually contributes at least 3% of employees' eligible compensation

Advancement

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Do you want to make a positive impact on a child's life? If you are a health oriented professional who loves to promote positive health initiatives to support a child's successful education experience, then we have an outstanding opportunity available!

Primary Responsibilities (not all- inclusive):

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 staffing, 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.

Qualifications:

1. Demonstration of COVID-19 Vaccination required as regulated by the federal Office of Head Start.
2. Must possess an LPN (licensed practical nurse) or LVN (licensed vocational nurse) and appropriate licensure.
3. Associate degree in Nursing (ADN) or Bachelor of Science degree in nursing (BSN), or related field, and appropriate licensure preferred.
4. Possess presentation/training experience and be proficient in Microsoft Office
5. Good oral and written communication skills.
6. Bilingual in Spanish preferred.
7. Certified in First Aid, Infant/Child CPR, Adult CPR and AED.

Conditions of Employment:

Employment with UMOs is contingent upon successful completion of:

1. Criminal Background Check prior to employment
2. Physical Exam and TB test showing the absence of Tuberculosis.
3. Must submit all relevant educational documentation at the time of application

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UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.