



*Building Better Futures*

## **HEALTH SERVICES WORKER**

**JOB CODE:** HS003

**Schedule:** Full Time / On-Site

**Work Status:** Regular / NON-Exempt

**Salary:** 12.24/ hr. based on experience and education

**Location(s):** Mt. Vernon, MO

### **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!**

As a health service worker, you will be 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 School Readiness

## **Primary Responsibilities (not all- inclusive):**

1. Participate in Case Review Process that addresses health, nutrition, and disabilities program areas of children and determine child's health, special needs and nutrition status by performing a file review and obtaining any current health or dental information through records request.
2. Implement *CHILD PLUS* for health services.
3. Schedule or assist parents in scheduling and obtaining physical, dental, immunizations, or any other health service needed by child, using state EPSDT requirements.
4. Address health, nutrition and disabilities issues including short-term exclusion of children by consulting with parents and sending home "symptoms" letters and health/nutrition referrals, and, if necessary, conduct home visits when health or developmental concerns are suspected or identified through staff/parent observation, screenings, and daily health observations, conduct in-house staffing and send out referrals as needed.
5. 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.
6. Prepare paperwork for clinics including necessary forms for Provider (ex. immunization records, health history, lead screening, parent consent, etc.)
7. Implement Health, Nutrition, and Disabilities program (Policies & Procedures and related performance standards) that includes In-house staffing, referrals (using the In-House Referral and/or Referral Follow-up forms), Form completion, tracking, transitions, case recording, file reviews and encouraging parents to be active partners in their child's health care needs to include specialized services.
8. Responsible for ensuring IEP/IFSP is developed in accordance to policy and IEP/IFSP goals are implemented and tracked in coordination with CDC and teaching staff.

9. 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.
10. 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.
11. 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.
12. Monitor health and safety compliances including but not limited to conducting health and safety checklists (ex. Safe Environments, playground safety inspections), posting and making accessible MSDS information and “Right to Know” information, ensuring that a biohazard container is available, monitoring first aid kit contents, storage of chemicals in classroom and facilities, conducting fire & safety checklist, scheduling/assisting in Emergency Preparedness drills, etc.
13. 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.

## **Qualifications:**

1. Demonstration of COVID-19 Vaccination may be required by company protocol, local, state, and/or federal requirements.
2. Be at least 18 years old and have High School Diploma/GED.
3. Certified Nursing Assistant (CNA) or Certified Medical Assistant or equivalent.
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. Demonstration of COVID-19 Vaccination required as regulated by the federal Office of Head Start.
2. Criminal Background Check prior to employment
3. Physical Exam and TB test showing the absence of Tuberculosis.
4. Must submit all relevant educational documentation at the time of application

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

*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.*