



## JOB DESCRIPTION

<b>HEALTH &amp; DEVELOPMENT SPECIALIST- HEAD START</b>	<b>FLSA Status: EXEMPT</b>
<b>Latest Review Date: JANUARY 2023</b>	<b>Department: EARLY CHILDHOOD PROGRAMS</b>
<b>Effective Date: JANUARY 2023</b>	<b>Reports to: EARLY CHILDHOOD PROGRAMS DIRECTOR</b>

### POSITION SUMMARY

Responsible for the management of health component for the Early Childhood Programs ensuring that, through collaboration among families, staff and health care professionals, all children and expecting parents' health and developmental concerns are identified and children and families are linked to an ongoing source of continuous, accessible care to meet their basic health needs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

#### Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel extensively within service area and occasionally out of service area
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

#### Program Specific:

- Link families with ongoing systems of health care, assist parents in the selection of health care providers, and counsel families about child and family health problems
- Participate in developing, implementing, monitoring and tracking all Individual Health Plans (IHPs), Individual Education Plans (IEPs) along with other professionals, parents and children with health or special education issues
- Review, evaluate, and interpret child health records for identifying needs for further services
- Assess ongoing results of scheduled screenings which include, but not limited to, developmental screens, physicals, immunizations, dentals, health history, vision and audiology with referrals and follow up as needed; provide some direct care services, as appropriate and based on need
- Assist families in meeting each child's nutrition needs and establishing good eating habits that nurture healthy development and promote lifelong well-being
- Identify each child's nutritional needs, design and implement nutritional services programs
- Provide family assistance with nutrition and food safety
- Promote health and safety practices in the programs and coordinate safety and sanitation procedures, first aid and emergency medical procedures
- Provide training for staff, parents and the community to meet health and safety needs (i.e. First Aid, CPR, Universal Precautions, Mandatory Reporter Training, Medication Administration and other appropriate health training)
- Plan and administer the required special services for children and families including documentation and assessment of the quality of services provided
- Perform annual health and safety checks in ECP Classrooms

- Coordinate modifications necessary to allow the child with disabilities to be included in the full range of activities and services normally provided to all Head Start children
- Utilize the Health Service Advisory Committee and local health care professionals and service providers to ensure that services for families are available and accessible
- Arrange with other programs and/or local agencies to assure timely and efficient services. Implement interagency agreements to facilitate the tasks of locating related service providers
- Track and maintain enrollee health information for Early Childhood Programs
- Assist staff to implement services to children and their families
- Consult with parents on progress of disability services for enrolled children
- Monitor and track all children with suspected delays
- Utilize the results of observations and assessment to refer children requiring further evaluation
- Work with an interdisciplinary team of staff and parents to develop and implement an Individualized Education Plan (IEP) or Individualized Family Services Plan (IFSP) for each child with a disability
- Assist staff in developing strategies and utilizing recommendations to implement a child's Individual Education Plan (IEP)
- Coordinate with Local Education Agencies (LEA) to provide services to children with disabilities in the least restrictive environment (LRE) in accordance with an Individualized Education Plan (IEP)
- Advocate in the community for appropriate services for children with disabilities and their families
- Maintain first aid supplies for office and classrooms
- Network with hospitals, doctors, maternal child health clinics, AEA and schools to help identify clients
- Compile and submit statistical reports as requested
- Promote parent involvement in all aspects of the health and disabilities program
- Assist in transitions to assure continuity of services for children and families entering and leaving the program
- In depth knowledge of Performance Standards, Federal, State and local regulations relating to specialty area
- Maintain knowledge of health components for both Head Start and Early Head Start programs to ensure continuous services for families and children, birth to five.

#### **SUPERVISORY RESPONSIBILITIES**

N/A

#### **REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

Bachelor's Degree in Nursing or Health/Wellness and experience with children in age range of birth to five years old, maternal child health, public health, health education or health administration required. Organizational and computer skills with attention to detail necessary for this position.

#### **PRACTICAL SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES & REGISTRATIONS**

Must have valid drivers license and carry NEICAC levels of automobile insurance  
Complete a physical with a TB screen and have repeated every three years  
Must satisfactorily complete criminal records check  
Must satisfactorily complete First Aid and CPR training in addition to being a Mandatory Child Abuse Reporter  
Must be bondable

**PHYSICAL DEMANDS**

The physical 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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

**EMPLOYEE SIGNATURE**

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_