

## Health Services Assistant

Assist the Health Supervisor in monitoring and/or data analysis, training, policy and procedure development and daily administration of child/family/staff health, nutrition, mental health and education services.

- Provides direct support for dental prevention within Early Head Start/Head Start centers.
- Assists with providing appropriate community health information and referrals for children/staff/ families; responding to related requests; development and distribution of written and web-based materials for children/staff/families within health, fitness, safety, nutrition, preventive health education and mental health awareness; submission of child health forms to healthcare providers; staff trainings; and creation/maintaining of MOUs and partnerships within the community.

The ideal candidate has a High School Diploma or GED, related experience and MS Office skills (i.e. MS Word, Excel, Publisher, PowerPoint, One Note, Share Points). Must pass a medical examination, TB test and criminal background investigation.